

G UIDE TO GRANTS

Fiscal Year 2008
July 1, 2007-June 30, 2008

Fiscal Year 2009
July 1, 2008-June 30, 2009

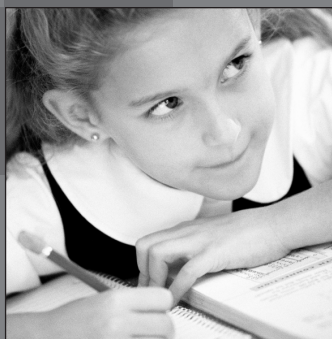


Table of Contents

General Information

Introduction	2
Program Overview	5
How to Apply	6
Artist Documentation	8
Glossary	12
Grant Application Codes	14
Grant Terms and Conditions	18
South Dakota Arts Council Office	21
Affiliations	22
Accessibility Resources	171

Grant Guidelines

Grants to Artists

Artist Grant	Deadline: March 1	25
Artist Collaboration Grant	Deadline: March 1	35
Traditional Arts Apprenticeship Grant	Deadline: March 1	51
Artists In Schools & Communities	Deadline: September 1	71
Touring Arts	Deadline: September 1, 2007 and 2009 . .	79

Grants to Organizations and/or Schools

Artists In Schools & Communities	Deadline: April 1	93
Arts Challenge Grant	Deadline: March 1, 2007 and 2009.	95
Excursion Grant	Deadline: 15 days prior to activity	105
Importation of Musicians	Deadline: March 1	109
Interim Funding		
Arts Opportunity	Deadline: 30 days prior to activity	117
Professional Development	Deadline: 30 days prior to activity	118
Technical Assistance	Deadline: 30 days prior to activity	119
Music Residency Program for Native American Youth	Deadline: 14 days prior to activity	125
Performing Arts Bank	Deadline: 30 days prior to activity	129
Project Grant	Deadline: March 1	135
Small Organization		
Season Support Grant	Deadline: March 1, 2007 and 2009	145
Statewide Services Program	Deadline: March 1	155
Touring Arts Bookings	Year-round	161
Arts Midwest Performing Arts Fund	Deadline: March-May (Check website for exact dates)	163

Grant Evaluation	165
----------------------------	-----

Introduction

South Dakota Arts Council

Established in 1966 and funded by the State Legislature and the National Endowment for the Arts, the South Dakota Arts Council (SDAC) is a state agency serving South Dakotans and their communities through the arts. Recognizing the importance of creativity in the lives of all South Dakotans, the Council makes quality arts accessible throughout the state by providing grants, services and information to artists, arts organizations, schools and the public. The Council is the advisory board to the SDAC staff within the Department of Tourism and State Development. Council members are appointed by the Governor.

PUBLIC VALUES: The Council believes

- access to the arts by all South Dakotans is intrinsic to the well being of our communities and the state.
- the arts play an essential role in tourism and economic development.
- arts education stimulates creativity, communication and life-long learning.
- strong arts organizations contribute to progressive communities.
- artists enhance the state's quality of life and require an environment which nurtures and sustains their work.

South Dakota Arts Council Long Range Goals:

1. **Enhance quality of life and economic development through the arts.** The arts can inspire creativity, celebrate traditions, help reconcile differences, provide recreation, enhance tourism and contribute to the economic and social development of whole communities. The Arts Council encourages and supports the efforts of South Dakota artists and arts organizations to enhance community livability.
2. **Promote public awareness and support of the arts.** The Council believes greater awareness of the arts influences sustained support. In the public's interest, programs and services of the Arts Council are designed to inform and educate people about the value of the arts for the well-being of South Dakotans.
3. **Advance the arts as essential to education and life-long learning.** Understanding the arts as basic to a good education, the Arts Council seeks to integrate the arts in education by supporting planning, curriculum development and teacher training. All children should experience the arts in their school, consistent with established state fine arts content standards. In addition, the arts should be an integral part of life-long learning.
4. **Strengthen arts organizations.** South Dakota needs strong and effective cultural organizations to connect the people and communities of the state with artists and arts programs. The Arts Council provides funds, information and services to encourage both large and small organizations to strive for excellence and further South Dakota Arts Council goals. Together with South Dakota artists, these organizations contribute to their communities.
5. **Encourage and support artists.** Recognizing that artists are central to the creative environment of South Dakota, the Council provides funding, information and services to artists for their artistic and professional growth. The Council values artists of all disciplines and cultures, amateur and professional, rural and urban, those who innovate and those who maintain the traditional arts.
6. **Ensure accessibility to the arts.** The Council seeks to minimize and eliminate barriers to the arts imposed by economic status, education, prejudice, distance or special needs. In all Council-funded programs and services, accessibility for every South Dakotan is paramount.

Arts Expansion Policy

The Council continues to encourage active cultural participation of ethnic and minority groups, particularly Native Americans, living in the state.

- The Council promotes the development of artistic work and presentation models suited to the state's diverse resources and needs of small towns and geographically isolated areas.
- Educational opportunities at the state's post-secondary institutions are encouraged and supported for the development of artists to work in South Dakota.
- The Council strives to encourage private and public sector support of cultural development, planning and funding of the arts in South Dakota.
- The Council seeks to remove social, economic and physical barriers to cultural activities, to ensure that all citizens have a role in cultural policy and decision making.

Scope of Funding

South Dakota Arts Council grant categories provide a unique mixture of economic as well as cultural enrichment to all South Dakotans.

All grants are intended to be seed money. Applicant organizations are funded at no more than 50% of projected costs, with the exception of the Music Residency for Native American Youth Program, which requires only a 25% match. Grants to individual artists require no matching funds.

Organizations, which for logical reasons share a 501(c)(3) tax identification number, may submit separate grant applications provided that:

- the relationship between the organizations is real and not contrived merely for the purpose of each writing a separate grant proposal. [Appropriate examples include but are not limited to (1) college/university organizations and departments that for practical reasons share the school's nonprofit status and tax number; (2) an organization that functions independently but has a legal working relationship with a parent company whose tax number it shares; (3) a consortium of separate organizations each with its own board of directors which for fiscal purposes share the same tax number.]
- the financial records relating to any and all SDAC grant activities are separately maintained and demonstrate each organization's autonomous, financially independent status.

All grant applications are evaluated on their merits and in competition with other applicants. Grant awards are subject to the availability of federal and state funds.

Each grant category has its own Criteria for Awarding Grants. In addition, the Council considers these elements:

- Professionalism. Rather than attempting to define the term "professional artist," the consensus of the Council is that the basis for awarding grants to artists shall be the quality of the artist's work.
- Support of resident artists and arts organizations. The Council recognizes the crucial role of South Dakota's artists and arts organizations. Priority is given to those projects involving resident artists and arts organizations. However, this does not exclude use of out-of-state organizations and artists capable of providing services or programs which will supplement those available within the state.

- Colleges and Universities. The Council supports projects from these institutions only if a project benefits and is easily accessible to the general public. Grants are not awarded for college and university events which are normally considered a part of regular or extracurricular programs, or if the primary purpose is to offer course credit.
- Continuing grants. Arts Council support should be considered supplementary. Although continued support may be given an organization, no guarantee can be made for support of more than one year.

Council Funding Priorities

South Dakota Arts Council encourages the development of new projects and those which strengthen existing arts programs.

Priority is given to quality projects which:

- Employ professional artists, especially those living in South Dakota.
- Focus on underdeveloped arts disciplines.
- Recognize and relate to the cultural needs of the state and community.
- Make the arts available to new, minority, and geographically isolated audiences.
- Bring the arts into schools with the support of the local school.
- Reach beyond a town's boundaries to attract new audiences.
- Train local talent to follow through on future projects.
- Include financial contributions from participants of workshops.
- Advance the role of the arts in economic development efforts.
- Enhance cultural and heritage tourism.

Ineligible

South Dakota Arts Council generally does not fund:

- Capital improvements, new building construction, endowment funds, or fund raising efforts.
- Tuition assistance and scholarships for which the primary purpose is to generate academic credit.
- Prize money for competitions.
- Projects already completed.
- Performances and workshops which are available to the public only through a subscription season ticket or membership.
- Projects involving travel outside the state, except when projects involve South Dakota Arts Council cooperative projects with neighboring states, Professional Development Grants, Technical Assistance Grants, Artist Grants, Artist Collaboration Grants or Traditional Arts Apprenticeship Grants.
- Arts activities that occur during a religious service. Religious organizations may apply for a grant but only for arts components that do not occur as part of a religious service. Activities that are open to the public are encouraged.

Important Note

Instructions for submitting grant proposals including how to apply, grant codes, and a glossary begin on page 6. Please read and follow explicitly these directions, as well as the individual *application procedures* printed prior to each grant application form. Applicants should not assume that review panel members know them, their organizations, or their work. Panelists change on a rotating schedule. In the past, worthy applicants have found that the grant was less than expected or lost completely because the application was not well-written, was incomplete, or failed to include documentation.

Questions? Staff members are happy to assist. Contact the staff by calling 1-800-952-3625 (in-state, toll free) or (605) 773-3301 (not toll free). E-mail to sdac@state.sd.us www.artscouncil.sd.gov.

Program Overview

Categories

Grants are made in the following categories:

Grants to Artists

- Artist Grant. Provides financial support to developing professionals committed to advancing their work and careers as artists, through non-matching grants of \$3,000.
- Artist Collaboration Grant. Provides non-matching grants up to \$6,000 to support the collaboration of two South Dakota artists or a South Dakota artist and an out-of-state artist for the purpose of advancing their work and careers and contributing to the arts in each of their states.
- Artists In Schools & Communities. Places professional artists in residencies of one week or longer in schools and other educational and community settings to encourage and supplement existing arts programs.
- Traditional Arts Apprenticeship Grant. Encourages the continuation of South Dakota's traditional arts and culture by providing non-matching grants up to \$3,000 to master folk artists to teach qualified apprentices.
- International Program. The South Dakota Arts Council encourages artists and arts organizations to seek opportunities outside the United States. South Dakota artists and arts organizations receiving grants from the National Endowment for the Arts International Program may apply for Interim Funding of up to \$500 to help support travel expenses to other countries.*
- Solo Artists In Libraries. In partnership with the State Library, libraries in communities with less than 5,000 population sponsor week-long summer arts residency programs.*
- Touring Arts. Help make the arts available in all regions of the state, by providing matching funds to individuals for touring in any arts discipline.

Grants to Organizations and Schools

- Arts Challenge Grant (nonprofit arts organizations only). Provides assistance to South Dakota nonprofit, producing arts institutions and community arts councils.
- Arts in Education Program. The Council is committed to making the arts basic to K-12 education. The Council assisted the Department of Education in developing the state's Fine Arts Content Standards in dance, music, theater and visual arts. To aid schools and teachers in implementing these standards and to incorporate the arts into the regular classroom, the Council, in cooperation with South Dakotans for the Arts, annually presents professional development opportunities for teachers and schools: The Arts in the Classroom Conference, The Arts Education Institute, and a training workshop for schools implementing the A+ Program.
- Artists In Schools & Communities Residencies. Place professional artists in residencies of one week or longer in schools and communities to encourage and supplement existing arts programs. Artists' fees are supported on a matching funds basis between the sponsoring organization and the Arts Council.
- Excursion Program. Excursion grants of up to \$500 assist organizations in the transportation of K-12 students and persons with disabilities to arts events at least 40 miles from the organization's home.
- Traditional Arts Program. Starting in 1999, South Dakota Arts Council through South Dakotans for the Arts employs a traditional arts coordinator to assist with the State Arts Council's Traditional Arts Apprenticeship Program and to provide expertise in traditional arts to local constituents and organizations. The traditional arts coordinator also works with the State's traditional arts archives, which are available to the public.*
- Interim Funding. Assists nonprofit organizations throughout the year for a variety of activities. Up to \$500 in matching funds may be awarded for:
 - Arts Opportunity
 - Professional Development
 - Technical Assistance

- Music Residency Program for Native American Youth. Funds from EarthBeat! Recording Co. and Kevin Locke provide grants of up to 75% of costs associated with presenting music programs in Native American communities.
- Native Arts Planning Effort (NAPE). NAPE exists to provide direct technical assistance to Native American organizations and artists wanting to make application to the South Dakota Arts Council or seeking advice on cultural or artistic matters. Professional Native American arts administrators are available to assist such organizations and artists on a matching funds basis or free of charge. These arts administrators are provided through South Dakotans for the Arts Technical Assistance Group (TAG). To connect to a TAG member, contact the South Dakota Arts Council office.
- Performing Arts Bank. Provides an underwriting service in partnership with South Dakotans for the Arts to insure against financial loss in producing and sponsoring performances, workshops and other arts events for local audiences without removing the community effort required to support the event.
- Importation of Musicians. Assists South Dakota orchestras with the importation of musicians not available in their own communities.
- Project Grant. Assists nonprofit organizations present an arts activity for the general public which meets specific needs of the organization.
- Small Organization Season Support Grant. Assists small nonprofit arts organizations present a season of activities that meet the needs of the organization.
- Solo Artists In Libraries. In partnership with the State Library, libraries in communities with less than 5,000 population, sponsor week-long summer arts residency programs.*
- Statewide Services Program. Funds statewide cultural service organizations through a partnership agreement with the South Dakota Arts Council. Grants are made to help meet the mission, goals and strategies of the Council's long range plan.*
- Touring Arts. Help make the arts available in all regions of the state by providing matching funds to nonprofit organizations for contracted programs listed in the Touring Arts brochure.

*Contact the South Dakota Arts Council for further information.

How To Apply

Assistance

Grant writing does not require specialized training or expertise; however, the South Dakota Arts Council offers assistance.

- Read the General Information section, **follow the grant application guidelines carefully**, and include all necessary information.
- Present a realistic budget.
- Start early. Ask someone else to read the application for clarity. Don't forget to proofread.
- Be sure to meet the deadline. **Late applications will not be accepted.**
- Contact the South Dakota Arts Council office with questions regarding eligibility or other information.

Guidelines

Each grant category has separate guidelines. Application forms follow guidelines. Questions concerning the guidelines can be answered by the South Dakota Arts Council staff during regular business hours, 8 a.m. to 5 p.m. central time, Monday through Friday. 711 E. Wells Ave., Pierre, SD 57501-3369 (605) 773-3301
In state toll-free, 1-800-952-3625
E-mail: sdac@state.sd.us
Guidelines and application forms are also available on our website: www.artscouncil.sd.gov.

Submitting Proposals

- Type the application. Use a readable 10 point or larger type font. All information must be submitted on 8 1/2 x 11 paper, using one side only.
- A summary of the proposal must fit within the space provided on the first page of the application form.
- Use the Glossary and Grant Application Codes (pages 12-17) in completing your application.
- Make sure that budgetary information is complete and totaled correctly.
- Submit all requested documentation in the proper form.
- **Do not use staples or bind** your application into a folder; applications are reproduced for panel and Council review.
- Enclose an appropriately sized, self-addressed mailer with correct postage if you want Artistic Documentation returned; otherwise it will not be returned. You may pick up the material at the Arts Council office within 30 days after the grant announcements.
- Keep a copy of the completed application for your records.
- Inform the South Dakota Arts Council of any changes in your contact person, address, phone number, or pertinent application information.

Deadlines

General deadlines are listed on the Contents page, with specifics listed in the guidelines for each grant category. These are postmark deadlines. **Late applications will not be accepted.** Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have any questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on the day of the application deadline. Applications submitted by facsimile (FAX) machine will not be accepted.

Review Process

Staff reviews applications for conformance to the South Dakota Arts Council guidelines and budgetary considerations. Applications are then sent to arts discipline panels and the South Dakota Arts Council.

Members of the arts discipline panels are professional artists, arts administrators, and professionals in arts disciplines. Panelists are nominated by Council members, the public, or the staff, and approved by the Council chair. Service on panels is limited to two years. Members are rotated regularly to ensure new points of view. Each arts discipline panel is made up of an in-state professional, an out-of-state professional, an Arts Council member, and is usually facilitated by a non-voting Council member.

The Review Panel rates applications based on the **Criteria for Awarding Grants** established for each grant category. Ratings are on a scale of one (poor) to ten (excellent). Panel recommendations are presented to the full Council for final decisions. The Council may request a revised budget or project description, or both, before taking final action on a grant application.

Exceptions to this review process are Interim grants of \$500 or less.

Appeals Process

Any applicant who disputes the decision of the Council or staff must follow the appeal procedure as established by South Dakota Arts Council Administrative Rules. A copy of Chapter 24:50:01 Grant Assistance is available upon request from the Council staff. Incomplete or late applications are denied an appeals process.

Artist Documentation

Artist & Organization Guidelines

Artists and the organizations that involve artists in their applications must submit artistic documentation. Follow these guidelines and remember to include an appropriately sized, self-addressed mailer with correct postage for return of documentation.

General Information

Artistic documentation submitted for review is an important component of your application. Review panels are instructed to base their decisions only on the material included in the application packet. Be sure to select material which best portrays artistic strengths.

- Submit samples of your most recent work that are consistent with and useful in accomplishing your application proposal. Panelists will look for connections between your work samples and your artistic direction.
- A self-addressed, stamped mailer must be submitted if you would like your artistic documentation returned. If you wish to pick up these supporting materials at the State Arts Council office, you must do so within 30 days after the grant announcements.
- If you have any questions about the acceptability of support materials, call the Council office.

Dance

Dance includes choreography and performances in ballet, modern, jazz, tap and traditional dance.

Applicants must submit a VHS video cassette or DVD, 10-15 minutes in length, clearly labeled with the names of the performers, title and choreographer, duration of each work, date and location of taping. Review panels will view the submission from the beginning of the tape; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Design Arts

Design Arts include architecture, landscape architecture, product design, graphic design, urban design, historic preservation and community planning.

Applicants may submit either slides or jpeg digital images on a CD. DO NOT submit a combination of slides and digital images. Follow the labeling procedures listed under the Visual Arts documentation section on page 10. Documentation may consist of drawings or proposals not yet realized as well as work that has been produced. Provide information describing the project(s) and the applicant's artistic role.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Traditional Arts

Traditional arts are artistic practices which have emerged and are shared within various groups or communities: ethnic, occupational, religious, family and regional. Expressing aesthetics of a group or community, traditional arts include language, literature, visual art, crafts, architecture, music, pageantry, dance, drama and ritual. Traditional arts are mainly learned orally, by imitation, or in performance, and are generally maintained without formal instruction or outside institutional direction. Traditional arts are perpetuated informally within the community or group.

Applicants should refer to requirements in dance, music, visual arts, or other disciplines as appropriate for applicable documentation of a particular traditional art.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Literature

Literature includes poetry, fiction and creative non-fiction, plays and screenplays.

Submit all material on 8 1/2" x 11" paper. Number the pages of your work samples in the upper right-hand corner and paper clip each copy. Use a readable, 10 point or larger font for all submissions. Prose selections must be double spaced.

Applicants must submit clearly reproduced and properly collated manuscript material. "Typescript" means material produced by a typewriter or a "letter quality" printer. Clear photocopies of this typescript material are acceptable.

A cover page should list the legal name and address of the applicant and the title(s) and date(s) of the work(s) submitted. Titles of poems, stories, or novels should appear at the top of every page.

Poetry

Submit one copy of representative poems, or one narrative poem (or section of narrative poem) not to exceed 15 pages.

Prose

Submit one copy of a minimum of 10 to a maximum of 30 pages (5,000 to 7,500 words) of short fiction, short stories, plays or screenplays, creative non-fiction or a novel excerpt in typescript, double-spaced. Applicants submitting novel excerpts may include one additional page at the beginning of their submissions in which they set the scene or offer a plot synopsis.

Up to five pages of additional supporting documentation including but not limited to CD, audio cassette, printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Media Arts

Media Arts include film, video and audio, but not photography, holography or digital art, which are referred to the Visual Arts Panel.

Applicants may submit no more than two works on videotape (VHS only), CD, DVD, or audio cassette. An outline and description of a longer work may be included. Sample materials should include title, length, date made, technique, original format, experimental or documentary, and specific role of applicant in creating submitted work. Please indicate if a video has sound.

Limit your submission to no more than 15 minutes. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Music

The music category includes performance and composition in classical, traditional, choral, jazz, contemporary, experimental, popular music, and opera.

Performance

Submit a 10-15 minute sample of your work or performance on a videotape (VHS only), CD, DVD or audio cassette. Clearly label the submission with the name of performers, instruments (voice or otherwise) name of works and composers,

duration of the piece and date of taping and/or composition. **If you submit a CD or DVD, be sure to indicate the track that is to be played. VHS and cassette tapes should include only the sample video or audio clip.** Call the SDAC office if you have questions about your performance sample.

Composition

In addition to an audio or video tape (described above), composers may submit up to 3 different scores, up to 20 pages each. Scores should be titled and orchestrated, and include date of composition. When possible, provide scores to accompany submitted audio or video samples. For electronic compositions for which there is no score, send a description of the equipment and techniques used.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Theater

Theater includes production and performances in classical and experimental theater, mime, puppetry, storytelling, musical theater and theater for young audiences.

Applicants must submit a VHS video tape or DVD, 10-15 minutes in length, clearly labeled with the name of the performers, title and creator of the work, duration of each work and date of taping, and the applicant's artistic role. Review panels will view the submission from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Visual Arts

Visual Arts include drawing, painting, printmaking, sculpture, photography and holography, digital art, crafts, and mixed media. Applicants may submit 10 JPG digital images (preferred) or 10 slides in a 9"x12" plastic sheet with each slide in its own pocket.

Digital images must be:

1. a JPG file.
2. 150 ppi or 300 ppi, (5" X 7").
3. formatted to open in the correct orientation (vertical or horizontal and right side up).
4. saved at the highest quality available on your software on a PC formatted CD.
5. saved and numbered in the viewing order you intend. (If you have detail images, keep them in sequence with the image of the complete work.)
6. labeled with applicant's lastname, firstname, and the image number; e.g. DoeJane1.jpg, DoeJane2.jpg etc. (Numbers on the application's Artistic Documentation Form should coincide with the image numbers.)
7. If possible, preview your images on a different computer once they are saved to the CD to make sure the images open and appear as you intend. Images that do not open or are improperly formatted will not be viewed.

Slides should be:

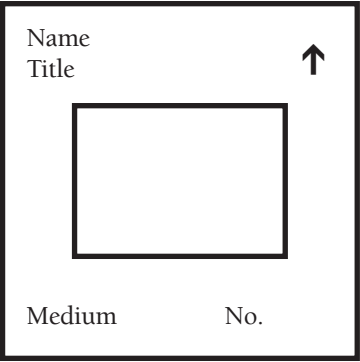
1. numbered and labeled on the front of each slide in the order you intend them to be viewed. (If you have detail images, keep them in sequence with the image of the complete work.)
2. labeled with applicant's name, the title of the work, and the viewing order number and marked to indicate the top of the slide. (See diagram on next page.)
3. listed on the application's Artistic Documentation Form (grant page 3). (Numbers on the Documentation Form page should coincide with the slide numbers.)
4. Submit both the slides and the Artistic Documentation Form page with the application.

Identify the images or the slides on the application Artistic Documentation Form page with the number, title, medium, size or scale, and date of completion for each corresponding image or slide. Proper labeling ensures that your artistic documentation will be properly viewed.

NOTE: Your slides should be of the highest quality possible. Professional photographs of your work are highly recommended. Experience indicates that it may not be to your advantage to submit slides portraying a wide diversity of styles. Be sure your slides are properly labeled and legible.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Follow the diagram below to label slides.



Glossary

Application Form

In completing application forms, use the following definitions as guidelines. Not all terms appear on all application forms.

TIN Number. Taxpayer Identification Number. Formerly the Federal Employee Identification (FEI) Number for applicant organizations (tax exempt number).

Social Security Number. Use if applicant is applying for a grant as an individual.

County. County of applicant.

Contact Person. Person to contact for additional information.

Project Title. A title to be used for project publicity.

Grant Application Codes. Federal coding system found on pages 14-17.

Project Period. Indicate period during which funds will be expended or obligated within fiscal year starting July 1 and ending June 30.

Dates of Events. Show confirmed dates of specified arts events.

Number of Individuals to Benefit. The total number of artists participating, children and youth benefiting and other direct project beneficiaries and participants.

Number of Children and Youth to Benefit. The total number of children and youth (including students, participants, and audience members) benefiting directly from the funded project. This figure should reflect a portion of the total number reported in the individuals benefiting field.

Number of Artists Participating. The total number of artists directly involved in providing art or artistic services specifically identified with the project.

Application Summary. A brief summary of project or program must be entered in the space provided on the application form.

Authorizing Official. Person with authority to legally obligate Applicant.

Expenses

A. Personnel

Personnel - Administrative - Employee salaries, wages and benefits for executive and administrative staff, business managers, fundraisers, clerical and supportive personnel such as maintenance and box office personnel.

Personnel - Artistic - Employee salaries, wages and benefits for artists, instructors, artistic directors, etc. specifically identified with this project.

Personnel - Outside Artistic Fees and Services - Payments for services by artists not normally considered employees of applicant.

Personnel - Other Outside Fees and Services - Payments to firms or persons for non-artistic services such as legal, financial, etc.

B. Space Rental - Payments specifically identified with the project for rental of office, theater, gallery and other such spaces.

C. Travel - All costs for travel specifically identified with the project at state government rates. Rates at the time of printing: 32 cents per mile; lodging up to \$45 plus tax, and meals at \$26 per day in-state. Out-of-state rates: lodging up to \$150 plus tax, and meals at \$36 per day. Touring Artists include shipping costs with travel.

D. Marketing - All costs for marketing/publicity/promotion specifically identified with the project. Include costs of newspaper, radio, TV advertising, printing and mailing of brochures, flyers, etc., for promotion and fundraising.

E. Remaining Operating Expenses - All expenses identified with project and not entered in other categories. Include utilities, insurance, office expenses such as phone, printing, postage; program expenses such as scripts/scores, sets, royalties, equipment rental, shipping and hauling expenses not entered under "Travel," art and workshop supplies; fundraising expenses. Do not include capital expenditures as defined in Note on page 13.

F. Total Cash Expenses - Total of A through E.

G. In-kind Contributions - The fair market value of non-cash contributions to the project which are provided by the applicant, volunteers or outside parties at no cash cost to applicant. A dollar value should be assigned to in-kind items such as personnel, space rental, travel, marketing and operating expenses directly benefiting and specifically identifiable to the grant project. Volunteer hours may be figured at no less than minimum wage. Professional volunteer hours may be figured as appropriate.

H. Total Expenses - Total of Cash Expenses (F above) and In-kind Contributions (G above).

NOTE: Capital Expenditures - Expenses for additions to a collection, such as works of art, artifacts, historic documents, etc., the purchase of which is specifically identified with the project or organization, or other expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, drives, parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the project or organization.

Income

I. Admissions - Revenue derived from sale of admissions, tickets, subscriptions, memberships, etc., for events of project.

J. Contracted Services - Revenue derived from fees earned through sale of services, i.e. sale of workshops to other community organizations.

K. Other - Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions and parking.

L. Cash Support - Cash support by businesses, corporations, foundations, individuals, fundraisers and similar sources.

M. Government Support - Cash support derived from government grants or appropriations given for the project. Do include other South Dakota Arts Council grants such as Artists In Schools & Communities, Technical Assistance, Professional Development, and Excursion grants. Arts Challenge Grant applicants will include **all** South Dakota Arts Council grants including their previous year Arts Challenge Grant.

N. Applicant Cash - Funds from applicant's present and/or anticipated resources budgeted for this project.

O. Total Applicant Cash Income - Total of amounts on Lines I through N.

P. Grant Amount Requested - Amount requested from South Dakota Arts Council in support of this project, no more than 50% of Total Cash Expenses (F under Expenses).

Q. Total Cash Income - Total of Applicant Cash (Line O) and Grant Amount Requested from South Dakota Arts Council (Line P).

R. Total In-kind Contributions - Same amount as Line G under Expenses.

S. Total All Income - Total Cash Income (Line Q) and Total In-kind Contributions (Line R) and should equal Line H above. NOTE: Do not include income intended for Capital Expenditures.

Grant Application Codes

The codes listed are to be used when completing your grant application. They have been included to meet standards set by the National Information Systems Project (NISP), a program of the state and regional arts agencies across the country and the National Endowment for the Arts. The purpose of NISP is to improve management and guarantee national compatibility in the collection, organization, and exchange of arts information. Your response is voluntary and confidential.

When using these codes to complete the application form, enter only one number per category. Choose the number that BEST describes you (if applying as an individual) or the organization.

Applicant Status

Individual [01]	Government-Regional [06]
Organization-Nonprofit [02]	Government-County [07]
Organization-Profit [03]	Government-Municipal [08]
Government-Federal [04]	Government-Tribal [09]
Government-State [05]	None of the Above [99]

Applicant Institution

Performing Groups

- Performing Group [03]
- Performing Group –
College/University [04]
- Performing Group – Community [05]
- Performing Group – Youth [06]

Venues/Presenters

- Cultural Series Organization [47]
- Performance Facility [07]
- Art Museum [08]
- Other Museum [09]
- Fair/Festival [14]
- Gallery/Exhibit Space [10]
- Arts Center [15]
- Cinema [11]

Councils/Service Groups

- Arts Council/Agency [16]
- Historical Society [28]
- Humanities Council [29]
- Arts Service Organization [17]
- Union/Professional Association [18]

Media

- Independent Press [12]
- Literary Magazine [13]
- Media – Periodical [42]
- Media – Daily Newspaper [43]
- Media – Weekly Newspaper [44]
- Media – Radio [45]
- Media – TV [46]

Education Institutions

- School of the Arts [48]
- Arts Camp/Institute [49]
- School District [19]
- Parent-Teacher Organization [20]
- Elementary School [21]
- Middle School [22]
- Secondary School [23]
- Vocational/Technical School [24]
- College/University [26]
- Other School [25]

Community/State Organizations

- Library [27]
- Parks and Recreations [37]
- Social Service Organization [50]
- Community Service Organization [32]
- Religious Organization [35]
- Child Care Provider [51]
- Seniors' Center [36]
- Correctional Institution [33]
- Health Care Facility [34]
- Foundation [30]
- Corporation [31]

Individuals

- Individual Artist [01]
- Individual Non-Artist [02]

Government

- Government – Executive [38]
- Government – Judicial [39]
- Government – Legislative/House [40]
- Government – Legislative/Senate [41]

Other

- None of the above [99]

**Applicant Discipline
Project Discipline**

Crafts [07]

- A Clay
- B Fiber
- C Glass
- D Leather
- E Metal
- F Paper
- G Plastic
- H Wood
- I Mixed Media

Dance [01]

- A Ballet
- B Ethnic/Jazz
- C Modern

Design Arts [06]

- A Architecture
- B Fashion
- C Graphic
- D Industrial
- E Interior
- F Landscape Architecture
- G Urban/Metropolitan

Folklife/Traditional Arts [12]

- A Folk/Traditional Dance
- B Folk/Traditional Music
- C Folk/Traditional Crafts & Visual Arts
- D Oral Traditions (include folk/traditional storytelling)

Humanities [13]

Interdisciplinary [11]

Literature [10]

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry

Media Arts [09]

- A Film
- B Audio
- C Video
- D Technology/Experimental

Multidisciplinary [14]

Music [02]

- A Band
- B Chamber
- C Choral
- D New
- E Ethnic
- F Jazz
- G Popular
- H Solo/Recital
- I Orchestral

Opera/Musical Theater [03]

- A Opera
- B Musical Theater

Photography [08]

Theater [04]

- A General
- B Mime
- C Puppet
- D Theater for Young Audiences

Visual Arts [05]

- A Experimental
- B Graphics
- C Painting
- D Sculpture

Non-Arts/Non-Humanities [15]

Type of Activity

Presentation

Concert/Performance/Reading [05]
Exhibition [06]
Fair/Festival [08]

Production

Award/Fellowship [03]
Artwork Creation [04]

Organizational Support

Operating Support [11]
Organization Establishment [10]
Professional Support –
Administrative [14]
Professional Support – Artistic [15]
Stabilization/Endowment/
Challenge [32]

Teaching/Learning

Apprenticeship [25]
School Residency [20]
Other Residency [21]
Arts Instruction [12]
Curriculum Development/
Implementation [31]
Student Assessment [30]
Seminar/Conference [22]
Technical Assistance [34]
Professional Development/
Training [29]

Distribution

Distribution of Art [24]
Publication [17]
Web Site/Internet Development [35]
Broadcasting [36]

Other

Regranting [26]
Audience Services [02]
Research/Planning [19]
Marketing [13]
Building Public Awareness [33]
Identification/Documentation [09]
Recording/Filming/Taping [16]
Repair/Restoration/Conservation [18]
Equipment Acquisition [23]
Translation [27]
Writing About Art [28]

None of the above [99]

Arts Education

99 None of this project involves arts education

01 50% or more of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

02 Less than 50% of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

Project Descriptors

Indicate, if any, the descriptors that comprise a significant portion (50 percent or more) of the grant's resources/activities. Indicate all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, leave the field blank.

Accessibility [A]
International [I]
Presenting/Touring [P]
Technology [T]
Youth at Risk [Y]

Grantee Race**For INDIVIDUALS only**
(Indicate all that apply)

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]

For ORGANIZATIONS only
(Select only one. **Choose 99 unless 50% or more of your group's board or membership can be described by one of the group designations below.**)

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]
No single group [99]

Project Race

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]
No single group [99]

Grant Terms and Conditions

Credit

All published material and announcements regarding any project or production which is financed in part under this grant must have a special acknowledgment statement: "SOUTH DAKOTA ARTS COUNCIL support is provided with funds from the State of South Dakota, through the Department of Tourism and State Development, and from the National Endowment for the Arts."

Financial Management

Grants made by the National Endowment for the Arts and sub-granted by the South Dakota Arts Council are subject to the following general conditions and requirements:

- Grants are for the period specified in the approved application. Funds must be obligated within the period stated unless an extension has been approved by the Council staff.
- Funds granted shall be expended solely for the activities described in the approved application, unless specific changes have been approved by the Council staff. Any funds granted but not expended or committed shall be returned to the Arts Council at the conclusion of the grant period.
- Funds granted may not be used to pay more than 50% of the total cost of any project or production with the exception of Artist Grants, Artist Collaboration Grants, Traditional Arts Apprenticeship Grants, and Music Residencies for Native American Youth.
- The applicant assures that fund accounting, auditing and monitoring and such evaluation procedures as may be necessary to keep such records as the Arts Council shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received through the South Dakota Arts Council. In accordance with 34 CFR 80.21(c), Grantees/subgrantees shall be paid in advance, provided they maintain and demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of the funds and their disbursement by the grantee and subgrantee. The funds should be requested when they can be expended within a 30-60 day time period.
- Grantees shall establish and maintain accounts in such a manner as to separate grant funds and matching funds and shall reflect all receipts, obligations and disbursement of project funds. Since expenditures of these funds are subject to audit, all financial records, including substantiating documentation (e.g. payroll vouchers, invoices, bills) must be maintained for three years or until a federal audit has been completed and any questions arising from it have been resolved, whichever is the lesser period.
- Grantees shall submit an evaluation to the South Dakota Arts Council within 30 days after the completion of the project. Subsequent grants are dependent upon receipt of completed evaluation reports. See pages 149-151 for a copy of the standard evaluation form.

Federal Compliance

Grantees agree to abide by all federal regulations, including the following:

Fair Labor Standards Act states that all professional performers and related or supporting personnel employed on projects or productions which are financed in whole or in part under the grant shall receive not less than the minimum compensation as determined by the Secretary of Labor. No part of any project or production which is financed in whole or in part under the grant will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production.

Title VI of the Civil Rights Act of 1964, as amended, provides that no person in the United States shall, *on the grounds of race, color or national origin*, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance. Title VI also extends protection to persons with limited English proficiency.

Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified disabled individual in the United States, as defined in section 7(6)*, shall, *solely by reason of his/her disability*, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance. Under this regulation, a federally funded arts program when viewed in its entirety must be accessible to all persons. The National Endowment for the Arts issued its regulations in 1979 to enforce the existing law. Failure to comply with Section 504 can result in loss of federal funds.

*For the purpose of Section 504, the term “disabled individual” means any person who (a) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (b) has a record of such impairment, or (c) is regarded as having such an impairment.

A self-evaluation must be on file at your organization. The National Endowment for the Arts has developed a Program Evaluation Workbook which may be used by a recipient to conduct a self-evaluation to determine if it is in compliance with 504 requirements. If you have not previously conducted this self-evaluation, you may wish to request a copy of the Program Evaluation Workbook, free of charge, by contacting the South Dakota Arts Council, 800 Governors Drive, Pierre, SD 57501.

Americans with Disabilities Act (ADA) of 1990 prohibits discrimination on the basis of disability in employment (Title I), State and Local Government Services (Title II), and places of public accommodation and commercial facilities (Title III).

Age Discrimination Act of 1975 provides that no person in the United States shall, *on the basis of age*, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

Title IX of the Education Amendments of 1972 provides that no person in the United States shall, *on the basis of sex*, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

Drug Free Workplace Act of 1988 requires that local educational agencies adopt a Drug Free Workplace Policy which is in compliance with the Drug Free Workplace Act and that grantees with more than ten employees identify a coordinator to implement the provisions of this act.

Pro-Children Act of 1994 requires that smoking not be permitted in any indoor facility used routinely or regularly for the provision of “children's services” to persons under age 18, if the services are funded by specified federal programs either directly or through state or local governments. Local educational agencies must adopt the provisions of this act.

Gun Free Schools Act requires that local educational agencies adopt a Gun Free Policy, which is in compliance with SDCL 13-32-4.

As required by **Section 1352, Title 31 of the US Code**, grantees must adhere to the prohibition against **lobbying** within a federally supported grant project which states that no federal appropriated funds have been paid or will be paid by or on behalf of the grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant, the entering into any federal grant or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

As required by **Executive Order 12549, Debarment and Suspension**, the Grantee certifies that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(2) Have not within a three-year period preceding the awarding of this grant been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsifications or destruction of records, making false statements, or receiving stolen property.

(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental agency (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2);

(4) Have not within a three-year period preceding this grant award had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the Grantee is unable to certify any of the above statements, he or she shall send a written explanation to the South Dakota Arts Council.

The Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. 3001 et seq.) applies to any organization which controls or possesses Native American human remains and associated funerary objects, and which receives Federal funding, even for a purpose unrelated to the Act.

As required by **Federal Debt Status** (OMB Circular A-120), the grantee certifies that it is not delinquent in the repayment of any Federal debt.

All **travel outside the United States**, its territories, and Canada must be approved in writing by State Arts Council before travel is undertaken. Additionally, any foreign air travel (inclusive of persons or property) that is paid in whole or in part with Endowment funds must be performed on a U.S. air carrier or a foreign air carrier under an air transport agreement with the United States when these services are available. U.S. air-carrier service is considered available even though a comparable or different kind of service can be provided at less cost by a foreign air carrier and/or foreign air-carrier service is preferred by, or is more convenient for, the traveler. For additional guidance, please contact the South Dakota Office of Arts.

Consistent with 41 U.S.C. 10a-10c, **“Buy American Act,”** subgrantees who are purchasing equipment and products through an Endowment-supported grant are encouraged, whenever possible, to purchase American-made equipment and products.

If your non-profit organization receives \$300,000 or more in federal financial assistance, the State of South Dakota requires that an annual audit be conducted in accordance with OMB Circular A-133. Audits shall be completed and filed with the Department of Legislative Audit within the earlier of 30 days after the receipt of the auditor’s report(s), or nine months after end of the audit period.*

*Audits must be conducted by an auditor that is approved by the Auditor General of the State of South Dakota. Auditor approval must be obtained annually and can be requested by forwarding a copy of the audit engagement letter to the Department of Legislative Audit. The Department of Legislative Audit will notify each auditor of approval or disapproval. For information concerning audits contact: **Department of Legislative Audit, A-133 Coordinator, 427 S. Chapelle, c/o 500 E. Capitol, Pierre, SD 57501.**

Recipients must maintain financial records, supporting documents, statistical records, and all other records pertinent to an award consistent with the provisions outlined in OMB Circular A-110, Section 53 or the Common Rule, Section 1157.42 as applicable. Generally, the retention period is three years from the date the final financial status report is filed.

South Dakota Arts Council Office

Staff

The day-to-day business of the South Dakota Arts Council is professionally directed by an executive director and two staff members, who provide information and assistance in the implementation and coordination of arts programs and services. The Arts Council is a state agency within the Department of Tourism and State Development.

Services

The staff provides liaison between organizations and artists, acts as advisor and coordinator for communities and schools seeking artist residencies, schedules conferences and workshops on a variety of arts-related topics, and maintains contact lists of organizations and their arts activities.

Outreach

On a regular basis the state arts agency staff meets with constituents in various locations around the state. Individual appointments or site visits can be scheduled with staff. The Council and staff conduct site visits regularly as well, by request or as time permits.

Public Awareness

Communications services, publications, the biennial Governor's Awards in the Arts, services for community arts councils and other nonprofit organizations are included with the Arts Council's public awareness projects which are produced in partnership with South Dakotans for the Arts.

The South Dakota Arts Directory, Arts Festivals Directory, *Touring Arts/Artists In Schools & Communities Rosters*, *Guide To Grants* and the *Annual Report* are produced yearly. This information can be accessed on the website: www.artscouncil.sd.gov. Hard copies may be requested from the Council office. A Department of Tourism and State Development directory of powwows is available on the Internet at this address: <http://travelsd.com/about/events/index.asp>. Keyword: location; event type: powwow.

Interarts

Workshops, symposiums, marketing projects and services for the arts are ongoing efforts of the Arts Council.

SDAC Initiatives

In partnership with South Dakotans for the Arts, the South Dakota Arts Council periodically initiates programs and projects that have a statewide impact. In such cases, South Dakotans for the Arts may use either in-kind services or cash expenses to match South Dakota Arts Council grant funds.

Affiliations

South Dakotans for the Arts

South Dakotans for the Arts advances the arts through service, education and advocacy. This citizen's advocacy group helps the South Dakota Arts Council develop awareness of the arts through networking of community arts councils, special interest organizations, state agencies, educational systems and individual artists.
PO Box 414, Lead, SD 57754-0414
Phone: (605) 722-1467
Fax: (605) 722-1473
E-mail: soda@rushmore.com
Website: www.sdarts.org

Community Arts Network

This statewide assembly of arts organizations is an autonomous committee of South Dakotans for the Arts. It is supported by arts organization members, South Dakotans for the Arts and grants.

SD Alliance for Arts Education

The Alliance supports arts education and workshops for teachers. It is administered by South Dakotans for the Arts. The South Dakota Alliance is affiliated with the Department of Education of the John F. Kennedy Center for the Performing Arts in Washington, DC.

Arts Midwest

This is the regional arts agency for South Dakota. It provides funding through the Performing Arts Fund and other categories of support. The state's membership, along with Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, Ohio and Wisconsin, allows for cooperative arts programs.
2908 Hennepin Avenue, Suite 200, Minneapolis, MN 55408-1954
(612) 341-0755, TTY (612) 822-2956
E-mail: general@artsmidwest.org
Website: www.artsmidwest.org

National Endowment for the Arts

The federal arts agency was established by Congress in 1965. The NEA provides funding for the arts to each state arts agency. Direct grants in several categories also are available to nonprofit arts organizations.
1100 Pennsylvania Avenue, NW, Washington, DC, 20506
(202) 682-5400
E-mail: webmagr@arts.endow.gov
Website: <http://arts.endow.gov>

South Dakota Humanities Council

Funded through the National Endowment for the Humanities, private grants and donations, the Humanities Council supports public humanities programs in the state. South Dakota's arts and humanities agencies periodically undertake partnerships to celebrate and promote the history and culture of the state.
University Station, Box 7050, Brookings, SD 57007
(605) 688-6113
E-mail: SDSU_SDHC@sdstate.edu
Website: <http://sdhc.sdstate.org/>



Grants To Artists

Artist Grant

Purpose

The Artist Grant recognizes individual artistic excellence. The funding category is designed to:

- Encourage the creative achievement of South Dakota artists.
- Recognize artists of exceptional talent in any arts discipline.
- Assist artists in continued development of their careers in the arts.

Eligible

Artists in any discipline may apply. Applicants must be residents of South Dakota for at least two years immediately preceding the application. Artists may apply for only one of the following grants per fiscal year: Artist Grant, Artist Collaboration Grant or Traditional Arts Apprenticeship Grant.

Ineligible

- Recipients of a \$3,000 Artist Grant or a \$6,000 Artist Collaboration Grant are not eligible to receive either grant for three consecutive fiscal years. For example, an artist awarded either grant in FY 2008 is ineligible to receive another grant in the two categories for fiscal years 2009, 2010, and 2011. However, the artist could apply March 1, 2011 for an FY 2012 grant in either category. Traditional Arts Apprenticeship Grant recipients may apply for an Artist Grant or Artist Collaboration Grant in subsequent years.
- Funding will not be granted for academic research or formal study toward an academic or professional degree.
- Students pursuing graduate or undergraduate degrees are not eligible.
- South Dakota Arts Council board members, staff, and grant review panelists are not eligible to apply for Artist Grants.

Deadline

All materials must be postmarked by March 1. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have any questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1. Applications submitted by facsimile (FAX) machine will not be accepted. Grant awards will be announced in May for the fiscal year starting July 1.

Grant Amount

Artist Grants of \$3,000 are like **fellowship grants** and will be awarded on a non-matching basis to professional artists of exceptional talent to set aside time to pursue their work, to purchase materials and equipment, to produce new work, aid in the marketing or promotion of their work, or reach new audiences for existing work, but is not limited to these examples.

From the pool of \$3,000 Artist Grant applicants, the Council may, at its discretion, award \$1,000 Artist Grants as career advancement incentives to artists who demonstrate potential as professional artists and whose careers would benefit from SDAC support. Such an award would be a one-time only award. In such cases, artists will be asked to work with the Council staff to amend their application budget. Recipients of the one-time only \$1,000 grant are not eligible to receive the \$3,000 Artist Grant or the Artist Collaboration Grant for a full fiscal year. For example, the recipient of a \$1,000 grant for FY 2008 (July 1, 2007 to June 30, 2008) could not receive a grant for FY 2009. However, the artist could apply in March 2009 for an FY 2010 (July 1, 2009 to June 30, 2010) grant.

The number of Artist Grants awarded each year will be left to the discretion of the South Dakota Arts Council, depending on total budget and applicant artists' qualifications.

Criteria for Awarding Grants

In reviewing applications, panelists consider the following:

- Quality of the applicant's work as demonstrated by artistic documentation submitted.

Note: Artistic quality accounts for 50% of an applicant's total score and plays a critical role in panel ratings and funding recommendations. Artistic quality is determined only by the quality of the submitted documentation.

- A complete description of the proposed project and the artist's intended use of grant funds.
- Record of professional activity and achievement.
- How an Artist Grant will contribute to the artist's professional growth and career at this time.
- Potential for contribution to higher standards for the arts in South Dakota.

Application Procedure

Applicants must submit one copy of the following materials:

1. **Front Page.** Page 1 of the application form with an original signature.
 - Before completing the application form, read the Glossary on pages 12-13, Grant Application Codes on pages 14-17, and guidelines on pages 25 and 26.
 - A summary of the applicant's proposal and projected use of grant funds must be included in the space provided.
2. **Budget Page.** Page 2 of the application form.
3. **Narrative.** Up to three single-side pages for a narrative to include the artist's statement and to explain the artist's project. Add the page(s) to the application.
4. **Resume.** Artist's current resume to be no longer than five single-side pages. Add the page(s) to the application.
5. **Artistic Documentation Form.** Page 3 of the application. This list must correspond with the actual documentation submitted.
6. **Supporting Print Materials.** Up to five single-side pages of supporting print materials may be submitted; i.e. published reviews, feature stories, exhibition catalogs, event programs, letters of support, etc.
7. **Artistic Documentation.** Examples of the artist's work via manuscript, CD, VHS, DVD or audio cassette. See pages 8-11 for a list of documentation requirements for disciplines.
8. **Return Mailer.** Submit a self-addressed mailer with postage for return of artistic documentation. Applicants may also pick up documentation at the SDAC office within 30 days after the grant announcements.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due 30 days after the end of the fiscal year. The narrative should give a brief description of work accomplished with grant funds during the grant period and a statement indicating the impact of the Artist Grant on career development.

Subsequent grants are dependent upon receipt of complete evaluation reports.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

Artist Grant Application

Read pages 25-26 for grant guidelines and follow the steps listed under Application Procedure.

Applicant Name (Please type or print)

TIN or Social Security Number

Address

City/State/Zip

Daytime Phone

Evening or Message Phone

E-mail Address

Website

Grant Application Codes (see Pages 14-17):

Applicant Status _____

Applicant Institution _____

Applicant Discipline _____

Project Discipline _____

Type of Activity _____

Arts Education _____

Project Descriptors _____

Project Race _____

Grantee Race _____

Project Period:

Grant Amount requested: _____

Start Date _____

End Date _____

South Dakota resident for
at least two years
prior to date of application:

_____ yes

_____ no

Student at date of application:

_____ yes

_____ no

Project summary including projected use of grant funds:

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. It is agreed that the undersigned is authorized to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process. Artist certifies that work samples (other than digital art or graphics) submitted as digital images have not been digitally or otherwise altered from the original work.

Applicant Signature

Date

BUDGET PAGE

This budget form must be completed and included with the Artist Grant application.

Artist's Name (please print or type) _____

Discipline _____

BUDGET

- A. Fees:** Applicant Artist's Fee \$ _____
 Fees to others (e.g. photographers, assistants, etc.) \$ _____
 (Explain) _____

Total Fees _____ (A)

- B. Materials & Equipment:** (group like items)

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total Materials & Equipment _____ (B)

- C. Mileage:** Figure the number of miles to be traveled and multiply by .32 per mile.
 (Explain) _____

Total Miles _____ x .32 per mile _____ (C)

- D. Other Travel:** (costs such as lodging, meals, airfare, etc.)
 (Explain) _____

Total for Other Travel _____ (D)

- E. Space Rental:** (Explain)

_____ (E)

- F. Marketing:** (Explain)

_____ (F)

- G. Other:** (Explain)

_____ (G)

- H. Total All:** (Lines A, B, C, D, E, F and G.) *Total must be at least \$3,000. Budget can be more than \$3,000 if artist is putting other funds into activity.*

_____ (H)

ARTISTIC DOCUMENTATION FORM

Support Materials: Artistic documentation of the artist's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Do NOT send original artwork. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. For literary manuscripts, list the title of the work, the genre, year the work was completed, and the publication date (if applicable). **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Discipline:** _____

SLIDES / DIGITAL IMAGES

Number	Title	Size*	Medium	Date of Completion
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

AUDIO TAPES, VIDEO TAPES, CDs, DVDs

Title of Recording	Type (audio, video, CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

MANUSCRIPTS

Title of Work	Genre	Date Completed	Date Published (if applicable)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

ARTIST GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

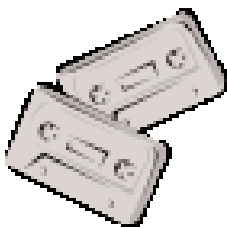
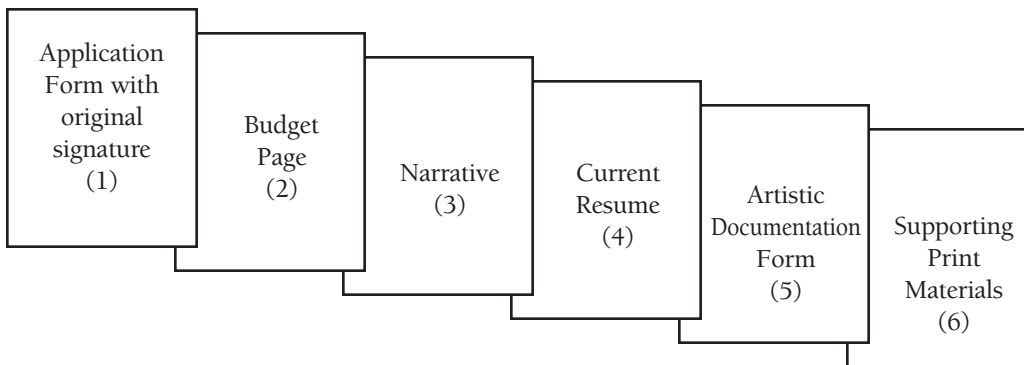
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

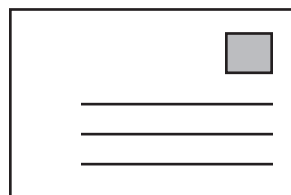
Checklist of Materials

- ☐ 1. Application Form Page 1 (page 27)
- ☐ 2. Budget Page (page 29)
- ☐ 3. Narrative
- ☐ 4. Current Resume
- ☐ 5. Artistic Documentation Form (page 31)
- ☐ 6. Supporting Print Materials (i.e. printed reviews, programs, etc.)
- ☐ 7. Actual Artistic Documentation
- ☐ 8. Self-addressed mailer with adequate postage to have documentation returned

Order of Assembly for Mailing



Artistic Documentation
(7)



SAS mailer for
documentation return
(8)

Artist Collaboration Grant

Purpose

The Artist Collaboration grant is designed to expand the horizon and artistic base of South Dakota artists by encouraging artistic collaboration between artists. Funds from this grant will provide financial support to two South Dakota artists or to a South Dakota artist and an out-of-state artist for a collaboration that will advance their work and careers. A secondary provision is the benefit to each state as a result of the collaboration. This category provides funds that may assist in the ability to produce new work, to create an artistic collaboration, or to reach new audiences, but is not limited to these examples. A collaboration may partner two artists each working in the same discipline, or two artists working in different disciplines.

The funding category is designed to:

- Support and expand the creative achievement of South Dakota artists.
- Assist South Dakota artists in continued development of their careers in the arts.
- Support a collaboration between two artists that will result in benefits to South Dakota and may result in benefits to another state.

The category is highly competitive. Generally, only one grant will be awarded each year.

Eligible

South Dakota applicants must be residents of the state for at least two years immediately preceding the application. The out-of-state collaborator may be a resident of any state in the U.S. Artists in any discipline may apply. Artists may apply for only one of the following grants per fiscal year: Artist Collaboration Grant, Artist Grant, or Traditional Arts Apprenticeship Grant.

Ineligible

- Recipients of a \$3,000 Artist Grant or a \$6,000 Artist Collaboration Grant are not eligible to receive either grant for three consecutive fiscal years. For example, an artist awarded either grant in FY 2008 is ineligible to receive another grant in the two categories for fiscal years 2009, 2010 and 2011. However, the artist could apply March 1, 2011 for an FY 2012 grant (July 1, 2011 to June 30, 2012) in either category. Traditional Arts Apprenticeship Grant recipients may apply for an Artist Collaboration Grant or Artist Grant in subsequent years.
- Funding will not be granted for academic research or formal study toward an academic or professional degree.
- Students pursuing high school diplomas, graduate or undergraduate degrees are not eligible.
- South Dakota Arts Council board members, staff, and grant review panelists are not eligible to apply for an Artist Collaboration grant.

Deadline

All materials must be postmarked by March 1. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have any questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1. Applications submitted by facsimile (FAX) machine will not be accepted. Grant awards will be announced in May for the fiscal year starting July 1.

Grant Amount

Artist Collaboration grants will be awarded on a non-matching funds basis. Depending upon the scope of the project, the grant amount may be up to \$6,000, with payments going to the two artists, per State of South Dakota Request for Payment forms. Grant funds may be used for supplies, travel, artists' time, etc.

Criteria for Awarding Grants

In reviewing applications, panelists consider the following:

- Quality of the artists' work considered jointly and as demonstrated by artistic documentation submitted.

Note: Artistic quality accounts for 50% of applicant's total score and plays a critical role in panel ratings and funding recommendations. Artistic quality is determined only by the quality of the submitted documentation.

- The record of professional activity and achievement of both artists as reflected in the application, resume and supporting documentation.
- Complete description of the collaboration project.
- How the collaboration will contribute to the South Dakota artist's professional growth, and why support is important at this time to the development of the applicant's artistic career.
- How the collaboration contributes to the overall quality of the arts in the applicant's region and benefits South Dakota and, when appropriate, the out-of-state artist's state.

Application Procedure

Applicants must submit the following materials:

1. **Application Form.** Pages 37-47 with original signatures on the first page (Section I).
INCLUDE ALSO:
 - Section II: Collaboration Narrative. Page 2 of the application form. A complete description of the collaboration, process, goals, etc. Up to two single-side additional pages may be added to this section.
 - Section III: Individual Contributions. Page 3 of the application form. A description of each artist's contribution to the project. Applicants may (as needed) add one single-side page to this section.
 - Section IV: Collaboration Schedule & Budget. Page 4 of the application form.
 - Before completing the application form read the Glossary on pages 12-13, the Grant Application codes, pages 14-17; and the guidelines pages 35 and 36.
 - A summary of the proposed collaboration must be included on the first page. Use only the space provided.
2. **Resumes.** Each artist's current resume no longer than five single-side pages. Add the page(s) to the application form.
3. **Artistic Documentation Forms.** Section V, Pages 5 and 6 of the application form. Each list must correspond with the actual documentation submitted.
4. **Supporting Print Materials.** Up to five single-side pages of supporting print materials may be submitted; i.e. published reviews, feature stories, exhibition catalogs, event programs, letters of support, etc. Add the page(s) to the application.
5. **Artistic Documentation.** Examples of each artist's work via manuscripts, CD, VHS, DVD or audio cassette. See pages 8-11 for a list of documentation requirements.
6. **Return Mailer.** A self-addressed mailer with postage for return of Artistic Documentation. Applicants may also pick up the materials at the SDAC office within 30 days after the grant announcements.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due 30 days after the end of the fiscal year. The narrative should give a brief description of work accomplished with grant funds during the grant period and a statement indicating the impact of the grant on the South Dakota artist's career development and on the overall contribution to the arts in South Dakota.

Subsequent grants are dependent upon receipt of completed evaluation reports.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

Artist Collaboration Grant Application

Read pages 35-36 for grant guidelines and follow the steps listed under Application Procedure.

SECTION I: If one of the artists is from a state other than South Dakota, the in-state artist is designated Artist #1 and the out-of-state artist is designated Artist #2.

Name of Artist #1 (Please type or print) _____ TIN or Social Security Number _____

Mailing Address _____ City/State/Zip _____ Daytime Phone _____

Evening or Message Phone _____ E-Mail Address _____ Website _____

Name of Artist #2 (Please type or print) _____ TIN or Social Security Number _____

Mailing Address _____ City/State/Zip _____ Daytime Phone _____

Evening or Message Phone _____ E-Mail Address _____ Website _____

Grant Application Codes (see Pages 14-17):

Applicant Status _____
Applicant Institution _____
Applicant Discipline _____
Project Discipline _____
Type of Activity _____
Arts Education _____
Project Descriptors _____
Project Race _____
Grantee Race _____

Project Period: _____ Grant Amount requested: _____
Start Date _____
End Date _____ Total project cost: _____
Date(s) of Project Event(s) _____
Number of Artists Participating _____

Artist Collaboration Project Summary

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. It is agreed that the undersigned is authorized to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process. Artists certify that work samples (other than digital art or graphics) submitted as digital images have not been digitally or otherwise altered from the original work.

Signature of Artist #1 _____ Date _____

Signature of Artist #2 _____ Date _____

SECTION II: Description of proposed collaboration.

In a narrative of up to **three** single-sided pages, please describe (a) the collaborative project, (b) the process by which you plan to create this artistic collaboration, (c) what you expect to accomplish during this collaboration, (d) the shared common threads of your discipline(s), including your skills and values, that will contribute to a successful collaboration, and (e) how each state, especially South Dakota, benefits as a result of this collaboration. Specifically, **the narrative needs to address the benefits to South Dakota audiences, e.g. exhibition sites should be determined for visual artists, publication or reading tours should be set for authors, performance sites should be determined for performing arts, etc.** (You may use two extra single-side sheets if the provided space is not adequate.)

SECTION III: Description of each artist's contribution to the collaboration.

(Please type or print your narration. You may use one extra sheet if the provided space is not enough. Please indicate which question you are answering.)

1. Describe Artist #1's art form and expertise within the discipline selected for this collaboration.
2. Describe Artist #2's art form and expertise within the discipline selected for this collaboration.
3. Explain why you have selected one another for this proposed collaboration.
4. What experience have you had in working closely with another artist?

SECTION IV: Collaboration Schedule and Budget

Describe your schedule for collaboration:

Number of personal contacts _____

How will personal contacts take place (e.g. face-to-face meetings, Internet, telephone calls, etc.)? _____

BUDGET**A. Fees:**

Artist #1 Fee _____

Artist #2 Fee _____

Total Artists Fees _____ (A)**B. Project Materials & Equipment:** (list each item and its cost):

(If you need more space to provide the proper detail, please use a separate sheet.)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total All Materials & Equipment _____ (B)**C. Mileage:** Figure the number of miles to be traveled by both artists and multiply it by .32 per mile.

(Explain) _____

Total Miles _____ **x .32 per mile** _____ (C)**D. Other Travel:** (costs such as lodging, meals, airfare, etc.)

(Explain) _____

Total for Other Travel _____ (D)**E. Total Project Cost:** (Total of amounts on Lines A through D) _____ (E)**F. Total Grant Request:** (Total A through D), not to exceed \$6000 _____ (F)

SECTION V: ARTISTIC DOCUMENTATION FORM (Artist #1)

Support Materials: Artistic documentation of Artist #1's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Do NOT send original artwork. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. For literary manuscripts, list the title of the work, the genre, year the work was completed, and the publication date (if applicable). **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Discipline:** _____

SLIDES / DIGITAL IMAGES

Number	Title	Size*	Medium	Date of Completion
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

AUDIO TAPES, VIDEO TAPES, CDs, DVDs

Title of Recording	Type (audio, video, CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

MANUSCRIPTS

Title of Work	Genre	Date Completed	Date Published (if applicable)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

SECTION V: ARTISTIC DOCUMENTATION FORM (Artist #2)

Support Materials: Artistic documentation of Artist #2's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Do NOT send original artwork. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. For literary manuscripts, list the title of the work, the genre, year the work was completed, and the publication date (if applicable). **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Discipline:** _____

SLIDES / DIGITAL IMAGES

Number	Title	Size*	Medium	Date of Completion
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

AUDIO TAPES, VIDEO TAPES, CDs, DVDs

Title of Recording	Type (audio, video, CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

MANUSCRIPTS

Title of Work	Genre	Date Completed	Date Published (if applicable)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

ARTIST COLLABORATION GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

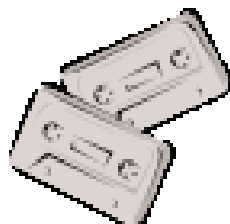
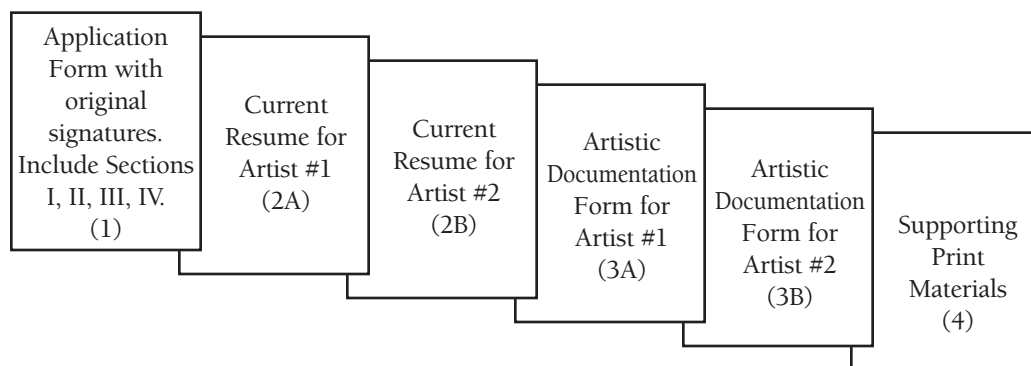
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

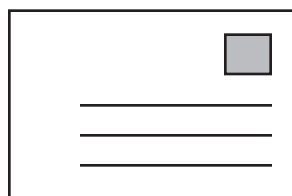
Checklist of Materials

- ☐ 1. Application Form (pages 37-43)
- ☐ 2A. Current Resume for Artist #1
- ☐ 2B. Current Resume for Artist #2
- ☐ 3A. Artistic Documentation Form for Artist #1 (page 45)
- ☐ 3B. Artistic Documentation Form for Artist #2 (page 47)
- ☐ 4. Supporting Print Materials (i.e. printed reviews, programs, etc.)
- ☐ 5. Actual Artistic Documentation
- ☐ 6. Self-addressed mailer with adequate postage to have documentation returned

Order of Assembly for Mailing



Artistic Documentation
(5)



SAS mailer for
documentation return
(6)

Traditional Arts Apprenticeship Grant

Program Description

The South Dakota Traditional Arts Apprenticeship Program encourages the continuation of South Dakota's traditional arts and cultures by providing grants to master artists to teach qualified apprentices.

This funding category is designed to:

- Recognize the achievements of South Dakota traditional artists.
- Strengthen the resources of South Dakota traditional artists through a program in which recognized master artists teach and counsel apprentice artists.
- Strengthen the commitment of South Dakota traditional artists to their long-term work.

Definitions

Traditional Arts (or Folk Arts): Artistic practices that have a community or family base and express that community's heritage. Most traditional arts have endured through several generations. Typical communities are ethnic, tribal, occupational, regional or religious groups. The skills are usually learned informally and passed on from one generation to the next by observation and imitation rather than through academic or formal means.

Apprenticeship: A time-honored system by which skills, techniques, values and artistry are learned under the guidance of a recognized master.

Master Artist: Someone who is recognized generally by his or her community and peers as an exemplary practitioner of a traditional art form.

Apprentice: Someone who learns under the guidance of a master artist. Prospective apprentices should have some prior experience in the traditional art form they wish to learn and have a serious long-term commitment to the continuity of the art form.

Eligible

The apprentice applicant must be a South Dakota resident for at least two years prior to application. The master artist may be a South Dakota resident or reside in a nearby state. Artists may apply for only one of the following grants per fiscal year: Artist Collaboration Grant, Artist Grant or Traditional Arts Apprenticeship Grant.

Examples of eligible art forms include, but are not limited to, cowboy saddlemaking, Native American and European style quilting, rawhide and buckskin work, quill work, traditional music and dance such as Czechoslovakian accordion music or pow wow songs and dances, basketweaving, wood carving, rug braiding, lace making and other needlework.

Ineligible

- Funding will not be granted for academic research or formal study toward an academic or professional degree.
- Students pursuing graduate or undergraduate degrees are not eligible.
- Arrangements with more than three apprentices are not eligible. Apprenticeship Grants are not intended to support large classes, but rather, intensive individual teaching and learning.
- South Dakota Arts Council board members, staff and grant review panelists are not eligible to apply for Traditional Arts Apprenticeship Grants.
- Examples of art forms that are *not* eligible under this program include the work of professional teachers or contemporary studio craftworkers, re-creations of antiques or past traditions like mountain man crafts, or contemporary interpretations of traditional art forms (for instance, a theatre artist who wants to create a performance based on traditional storytelling or dance).

Deadline

All materials must be postmarked by March 1. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have any questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1. Applications submitted by facsimile (FAX) machine will not be accepted. Grant awards will be announced in May for the fiscal year starting July 1.

Grant Amounts

Grant awards generally will range from \$1000 to \$3000 awarded on a non-matching funds basis. It is anticipated that up to five apprenticeship arrangements will be funded each fiscal year. Each arrangement will consist of a master artist and 1 to 3 apprentices. Each prospective master and his or her apprentice(s) must apply together. Up to \$2000 of the award funds will be designated for the master artist in recognition of his or her artistic expertise and commitment. Master's fees are figured at \$20 per hour. Additional funds up to \$1000 may be requested for supplies, materials and travel costs of the master artist or the apprentice(s).

Fee payment will be made to the master artist in two installments, one at the beginning of the apprenticeship and one at the end. Recipients are responsible for any taxes due on apprenticeship awards. Supplies, materials and travel costs will be reimbursed to the master artist or the apprentice artist as appropriate. In the case of an out-of-state master artist, all payments will be made to the in-state apprentice, who is then responsible for paying the master's fee.

Apprenticeship Period

The apprenticeship must take place during the fiscal year which begins July 1 of the current year and ends June 30 in the next calendar year. Most apprenticeships in this program probably will include between 80 and 100 hours of instruction over a 6 to 12 month period. However, each art form has its own requirements and the lengths of apprenticeships are expected to differ. During the apprenticeship period, a representative of the South Dakota Arts Council will visit with the master and apprentice to document the learning process. Tape-recorded interviews may be conducted and photographs taken.

Criteria for Awarding Grants

All grant applications will be reviewed by a selection panel of individuals knowledgeable in traditional arts.

The selection panel will use the following criteria to evaluate and rank the applications:

- Traditional and artistic merit of the master artist's work.
- Extent of the apprentice's prior familiarity with the art form.
- Significance of the art form to the community or group.
- Shared membership of the master artist and apprentice in the cultural community (family, ethnic, tribal, religious, occupational, etc.) where the traditional art form originates.
- How likely the timetable and work plan are to succeed.
- Degree to which the art form is endangered.

Application Procedure

The master artist and apprentice must apply together and submit:

1. **Application Form.** One copy of the application form on pages 55-67.
 - Before completing the application form, read the Glossary on pages 12-13, Grant Application Codes on pages 14-17, and guidelines on pages 51-53. Specific pages of the application must be signed by the appropriate master artist or apprentice(s).
 - Section I is to be filled out and signed by the master artist. Be sure to include a summary of the proposed apprenticeship in the space provided.
 - Section II is to be filled out and signed by the apprentice artist. (If there is more than one apprentice, each one should fill out a Section II form.)
 - Section III is to be filled out by the master artist and apprentice(s) working together to describe how the apprenticeship will be carried out and specifying a budget.
 - Section IV, Artistic Documentation Forms, should be used to list the artistic documentation submitted by the master and apprentice artists. Each list must correspond with the actual documentation submitted.
2. **Artistic Documentation.** Appropriate examples of both the master artist's and apprentice's (all apprentices if there are more than one) work. See Artistic Documentation on pages 8-11 for complete individual documentation requirements. Samples may consist of slides or digital images, photographs, audio tapes, CDs, video tapes, newspaper stories, or other materials to support the application. To submit actual objects the master or apprentice(s) have made, please contact the South Dakota Arts Council office about making proper arrangements.
3. **Supporting Print Materials.** Up to five pages of additional documentation may be submitted including newspaper stories, other support materials, and letters of support from people knowledgeable about the work and the artists' commitment to the art form. Letters of support are encouraged.
4. **Return Mailer.** A self-addressed, stamped mailer with correct postage if applicant wants Artistic Documentation returned; otherwise it will not be returned. You may pick up the material at the Arts Council office within 30 days after the grant announcements.

Make a copy of the application packet for your files before submitting the application.

Contact the South Dakota Arts Council office if you have any questions about this application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due 30 days after the end of the fiscal year. The applicant should write a brief description of the work accomplished with grant funds during the grant period and a statement indicating the impact of the grant on the master's and apprentice's career development and on the overall contribution to the applicant's community.

You must submit the evaluation in order to be eligible for future grants.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

Traditional Arts Apprenticeship Grant Application

Read pages 51-53 for grant guidelines and follow the steps listed under Application Procedure.

SECTION I: To be completed by the Master Artist.

(If more than one apprentice is applying, provide artist information on separate sheet for additional artists.)

Master Artist's Name (Please type or print)	TIN or Social Security Number
---	-------------------------------

Mailing Address	City/State/Zip	Daytime Phone
-----------------	----------------	---------------

Evening or Message Phone	E-Mail Address	Website
--------------------------	----------------	---------

Apprentice Artist's Name (Please type or print)	TIN or Social Security Number
---	-------------------------------

Mailing Address	City/State/Zip	Daytime Phone
-----------------	----------------	---------------

Evening or Message Phone	E-Mail Address	Website
--------------------------	----------------	---------

Grant Application Codes (see Pages 14-17):

Applicant Status _____
Applicant Institution _____
Applicant Discipline _____
Project Discipline _____
Type of Activity _____
Arts Education _____
Project Descriptors _____
Project Race _____
Grantee Race _____

Project Period: _____ Grant Amount requested: _____
Start Date _____
End Date _____ Total project cost: _____
Number of Artists Participating _____

Master/Apprentice Project Summary

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. It is agreed that the undersigned is authorized to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process. Master artist and apprentice(s) certify that work samples (other than digital art or graphics) submitted as digital images have not been digitally or otherwise altered from the original work.

Master Artist Signature	Date
-------------------------	------

SECTION II: To be completed by Apprentice. (Copy this page if more than one apprentice is applying.)

(Please type or print your responses. You may use up to one extra sheet of paper if the provided space is not large enough. Please indicate which question you are answering.)

Apprentice Artist Name (Please print or type.)

1. Please describe the traditional craft, music, art, dance, or occupational skill you wish to learn.

2. Why do you wish to study this art form?

3. When, where, how and from whom did you first learn this skill? What is your current level of ability?

4. What are your plans for working with this art form after the apprenticeship is complete?

5. Why have you chosen to learn from this master artist? Please describe how you know this person and in what capacity, if any, you have worked with him or her before.

Apprentice Artist's Signature

Date

1. Please describe the ways in which you share the same cultural community...for example, tribal, family, religious, occupational or ethnic ties.

2. Apprenticeship Plan: a) Please describe exactly what will be taught during this apprenticeship. What specific skills or techniques will the apprentice learn? b) When and where will you work together, and how often will you meet? c) What do you expect to accomplish during the apprenticeship?

Number of meetings per week _____ **OR** Number of meetings per month _____

Total number of meetings _____

SECTION III (continued): To be completed by the Master Artist and Apprentice(s) together.

BUDGET

A. Master Artist's Fee:

Multiply the number of lessons (from previous page) _____
 TIMES the number of hours for each lesson X _____

 EQUALS total hours = _____
 TIMES \$20 per hour X \$20 _____

EQUALS Master Artist's Fee (not to exceed \$2000) _____ **(A)**

B. Supplies and Materials: (list each item and its cost)

(If you need more space to provide the proper detail, please use a separate sheet.)

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total Supplies and Materials _____ **(B)**

C. Mileage: Figure the number of miles to be traveled by either the Master or Apprentice(s) and multiply it by .32 per mile.

(Explain) _____

Total Miles _____ **x .32 per mile** _____ **(C)**

D. Other Travel: (costs such as lodging, meals, airfare, etc.)

(Explain in detail and enter the total amount on Line D.)

Total for Other Travel _____ **(D)**

E. Subtotal: supplies, materials and travel (total of B, C, and D), not to exceed \$1000 _____ **(E)**

F. Total Grant Request: (total A and E), not to exceed \$3000 _____ **(F)**

SECTION IV: ARTISTIC DOCUMENTATION FORM (Master Artist)

Support Materials: Artistic documentation of the master artist's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. Send no more than one recording of each type. (Do not send original artwork without contacting the South Dakota Arts Council first to make arrangements.) **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Discipline:** _____

SLIDES / DIGITAL IMAGES

Number	Title	Size*	Medium	Date of Completion
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

Mail slides in a clear acid-free slide sheet. Number and label slides on the front of each with the title you have listed on the application form. Be sure to indicate the top of the slide.

AUDIO TAPES, VIDEO TAPES, CDs, DVDs

Title of Recording	Type (audio, video, CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

SECTION IV: ARTISTIC DOCUMENTATION FORM (Apprentice Artist)**(Make additional copies of this page if more than one apprentice is applying.)**

Support Materials: Artistic documentation of the apprentice artist's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. Send no more than one recording of each type. (Do not send original artwork without contacting the South Dakota Arts Council first to make arrangements.) **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Discipline:** _____

SLIDES / DIGITAL IMAGES

Number	Title	Size*	Medium	Date of Completion
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

Mail slides in a clear acid-free slide sheet. Number and label slides on the front of each with the title you have listed on the application form. Be sure to indicate the top of the slide.

AUDIO TAPES, VIDEO TAPES, CDs, DVDs

Title of Recording	Type (audio, video, CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

TRADITIONAL ARTS APPRENTICESHIP GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

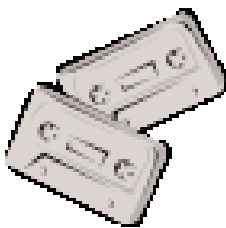
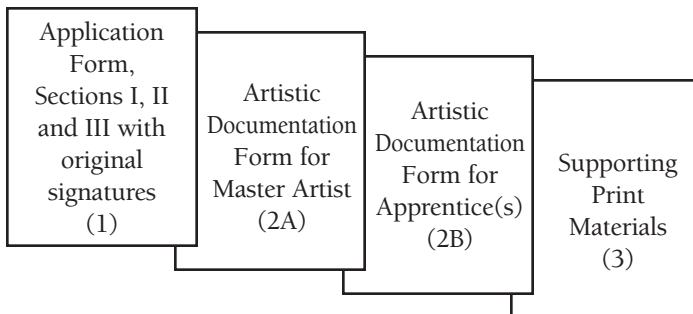
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

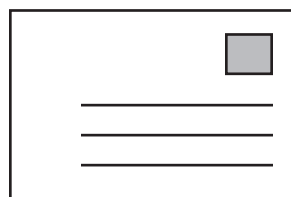
Checklist of Materials

- ☐ 1. Application Form, Sections I, II and III (pages 55-63)
- ☐ 2A. Artistic Documentation Form for Master Artist, Section IV (page 65)
- ☐ 2B. Artistic Documentation Form for Apprentice(s), Section IV (page 67)
- ☐ 3. Supporting Print Materials (i.e. printed reviews, programs, etc.)
- ☐ 4. Actual Artistic Documentation for Master Artist and for each apprentice
- ☐ 5. Self-addressed mailer with adequate postage to have documentation returned

Order of Assembly for Mailing



Artistic Documentation
(4)



SAS mailer for
documentation return
(5)

Artists In Schools & Communities

Artist Grant

Purpose

Artists In Schools & Communities (AISC) grants provide professional artists to schools and other South Dakota nonprofit community organizations to encourage and supplement the arts in educational settings and foster positive community development through life-long learning experiences in the arts.

Artists In Schools & Communities is designed to:

- Provide students and communities an opportunity to work with and learn from a professional artist.
- Assist in the development of a school/community commitment to the arts as basic to education and life-long learning.
- Serve teachers by providing a resource person in a specific arts discipline who can help develop methods of creative teaching and assist schools/teachers in meeting educational content standards.
- Serve communities by providing artists to assist with community betterment, i.e. artistic and environmental design projects, theater residencies, murals, classes and workshops, etc.
- Support individual artists by providing time during the residency to pursue their own artistic development.

Eligible

Professional artists in all arts disciplines are eligible to apply.

Artists must be willing to travel throughout South Dakota, to work in residencies year round, and to work with a variety of grade and age levels. Artists are also encouraged to develop plans for community-wide residencies in addition to standard school residencies. Artists are endorsed for three years. Second and third year participation is contingent upon successful evaluations. New artists may be added to the roster annually; however, at the conclusion of the three-year cycle, all artists on the roster must reapply. Priority is given to South Dakota artists.

Deadline

All materials must be postmarked by September 1. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have any questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on September 1. Applications submitted by facsimile (FAX) machine will not be accepted. Endorsements will be announced in December for the fiscal year starting July 1. Artists are endorsed for a three year period.

Grant Amount

Matching grants, which include half the artist's fee plus mileage, will be made to the AISC local sponsor. At the completion of the residency, it is the sponsor's responsibility to pay **the total fee and mileage** to the artist.

Artist's Fee:

One Semester Residency		One Month Residency		One Week Residency	
Total Fee	\$16,000	Total Fee	\$4,000	Total Fee	\$1,000
School/Community Cost	8,000	School/Community Cost	2,000	School/Community Cost	500
SDAC Cost	8,000	SDAC Cost	2,000	SDAC Cost	500

For AISC residencies involving two or more artists, fees are higher. Contact the Arts Council for further details.

In-state artists will be paid for their mileage at state rates, (round-trip from their home address to the residency site). Out-of-state artists will be reimbursed for round-trip mileage or round-trip airfare, whichever amount is less, usually not to exceed \$400. AISC artists who live in South Dakota will receive additional mileage during residencies three weeks or longer.

Local sponsors are required to provide housing in a motel or similar facility unless such facilities are not available or unless the artist **requests** to stay in a private home. Private housing requests should be initiated by the artist, not by the sponsor.

Residency art supplies are the responsibility of the sponsor. Artists should contact the sponsor before the residency to determine supply need and costs.

Criteria for Awarding Grants

Applications are reviewed by arts discipline panels with consideration given to:

- Quality of the artist's work and indication of exceptional talent within the art form.
- Demonstration of a sustained high level of performance throughout career.

NOTE: Discipline panelists consider the quality of the applicant's work as demonstrated by the artistic documentation submitted. Because the quality of this documentation will play a critical role in panel ratings and funding recommendations, great care should be taken to ensure the submission of quality slides or digital images, audio tapes, video tapes, DVDs, and/or CDs.

Applications are also reviewed by the Council's Arts in Education Panel with consideration given to:

- Ability to encourage and supplement the arts in South Dakota schools/communities as a resource person.
- Proposed activity effectively serving students and teachers.
- Ability to assist in the development of making arts basic to education.
- Past evaluations from schools, if appropriate.
- Ability to contribute to a balance among arts disciplines.

Application Procedure

Applicant must submit:

1. **Application.** A signed copy of the application form on pages 73 and 75.
 - Before completing the application form, read the Glossary on pages 12-13, Grant Application Codes on pages 14-17, and guidelines on pages 71 and 72.
 - A statement of goals and objectives for bringing the arts into South Dakota school/community residencies must be provided on the application form. This information will be used in the AISC Roster. Use only the space provided.
2. **Resume.** A current resume or biography, no longer than five single-side pages. Add the page(s) to the application.
3. **References.** Three references with addresses and phone numbers. (Letters of support may be included.) Add the single-side page(s) to the application.
4. **Residency Outline(s).** Residency outline(s), no longer than five single-side pages, which includes objectives, sequential activities and a supply list with approximate costs. If applicable, include outlines demonstrating appropriate activities planned for different age levels, i.e. elementary, middle school and high school. Add the pages to the application.
5. **Artistic Documentation Form.** Page 2 of the application. This list must correspond with the actual documentation submitted.
6. **Photograph.** A current photograph (high quality digital image preferred) for publicity should a grant be awarded. Add to the application.
7. **Artistic Documentation.** Examples of the artist's work via manuscript, CD, VHS, DVD or audio cassette. See pages 8-11 for a list of documentation requirements for disciplines.
8. **Return Mailer.** Submit a self-addressed mailer with postage for return of artistic documentation. Applicants may also pick up documentation at the SDAC office within 30 days after the grant announcements.

Make a copy of the application packet for your files before submitting the application.

Evaluation

Artist's evaluation of residencies are due 30 days from the ending date of the activity. Information required on the Evaluation Form includes description and comments on the residency, rating of the residency, number of students and teachers benefitting, explanation of additional activities and plans for residency follow-through.

Artists In Schools & Communities residencies are also evaluated by local sponsors within 30 days after the completion of a residency.

Subsequent grants are dependent upon receipt of completed evaluation reports.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

Artists In Schools & Communities Artist Application

Read pages 71-72 for grant guidelines and follow the steps listed under Application Procedure.

Applicant Name (Please type or print)

TIN or Social Security Number

Address

City/State/Zip

Daytime Phone

Evening or Message Phone

E-mail Address

Website

Grant Application Codes (see Pages 14-17):

Applicant Status _____

Applicant Institution _____

Applicant Discipline _____

Project Discipline _____

Type of Activity _____

Arts Education _____

Project Descriptors _____

Project Race _____

Grantee Race _____

Time period available for residencies: _____

Check all that apply:

Preferred grade levels: ☐ Pre K-3 ☐ 4-6 ☐ 7-9 ☐ 10-12

Preferred length of residencies: ☐ Week ☐ Month ☐ Semester

Describe personal goals and objectives for bringing the arts into South Dakota schools/communities.

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. It is agreed that the undersigned is authorized to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process. Artist certifies that work samples (other than digital art or graphics) submitted as digital images have not been digitally or otherwise altered from the original work.

Applicant Signature

Date

ARTISTIC DOCUMENTATION FORM

Support Materials: Artistic documentation of the artist's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Do NOT send original artwork. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. For literary manuscripts, list the title of the work, the genre, year the work was completed, and the publication date (if applicable). **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Discipline:** _____

SLIDES / DIGITAL IMAGES

Number	Title	Size*	Medium	Date of Completion
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

AUDIO TAPES, VIDEO TAPES, CDs, DVDs

Title of Recording	Type (audio, video, CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

MANUSCRIPTS

Title of Work	Genre	Date Completed	Date Published (if applicable)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

ARTISTS IN SCHOOLS & COMMUNITIES GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

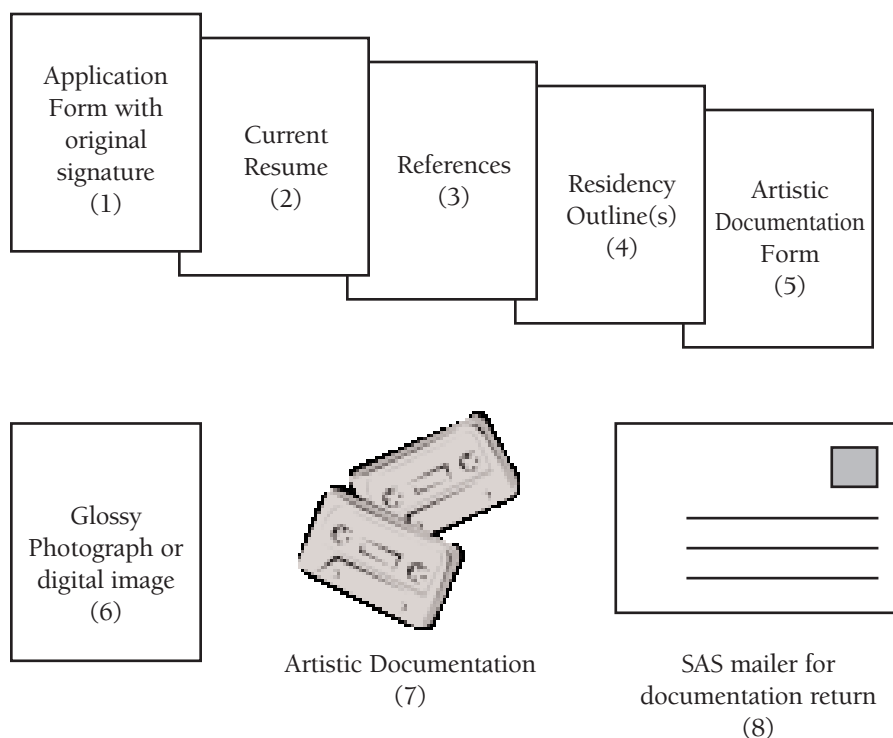
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

Checklist of Materials

- ☐ 1. Application Form (page 73)
- ☐ 2. Current Resume
- ☐ 3. References and optional letters of support
- ☐ 4. Residency Outline(s)
- ☐ 5. Artistic Documentation Form (page 75)
- ☐ 6. Glossy Photograph (color or black and white) or digital image
- ☐ 7. Actual Artistic Documentation
- ☐ 8. Self-addressed mailer with adequate postage to have documentation returned

Order of Assembly for Mailing



Touring Arts Artist Grant

Purpose

The Touring Arts Program widens distribution of arts throughout South Dakota and offers new opportunities to artists, arts producing organizations and audiences.

The funding category is designed to:

- Provide quality arts programming to schools and communities.
- Help make the arts available in all regions of the state.

Eligible

Professional artists, arts organizations, and educational institutions in the various arts disciplines willing to tour in South Dakota with performances, exhibits or specific programs for a two-year period.

Deadline

All materials must be postmarked by September 1, 2007. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have any questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on September 1, 2007. Applications submitted by facsimile (FAX) machine will not be accepted. Grant awards will be announced in December for the fiscal year starting July 1. Touring Arts programs are endorsed for a two-year period. The next application deadline will be September 1, 2009.

Grant Amount

Applicants must establish a fee for each activity of their program (performance, exhibit, residency, workshop, etc). Since SDAC does not provide travel reimbursement for touring artists, it is imperative to include projected travel expenses when establishing your fees. Ideally, a touring artist will have one set fee, which is the same for every performance. Due to rising travel expenses, however, touring artists have the option of establishing a fee range. For example, Touring Artist A charges \$1,000 per performance, but Touring Artist B charges \$1,000 to \$3,000. **Regardless of how a touring artist establishes the fee, he/she must include travel expenses and/or shipping costs when calculating the fee.** If an artist or group receives a Touring Arts grant award, the artist or group must stay within the fee range and not charge more than the maximum fee. Therefore, no additional expenses can be charged to the sponsoring organization.

Up to 50% of the total program fees may be requested from the Council. The Council's share of the fee is paid to the Touring Arts program after each engagement, upon receipt of the Touring Arts Contract. The local sponsor pays the remainder of the fee to the Touring Artist immediately following the activity.

Matching funds are available for **one** activity in the touring artist's hometown. Additional activities in the touring artist's hometown cannot be funded unless the sponsoring organization is hosting a statewide or regional event.

Touring Arts grants will be awarded over a two-year period for fiscal years 2009 and 2010 (July 1, 2008 to June 30, 2010) with the same award provided each year pending federal and state appropriations. Should appropriations be increased, reduced or eliminated, second year grant awards will reflect such action.

Sponsors

Touring Arts are responsible for booking and contracting directly with local sponsors. Sponsors must be nonprofit organizations, units of government or nonprofit education institutions. All activities sponsored by the South Dakota Arts council must take place in South Dakota.

Criteria for Awarding Grants

Applications are reviewed by the arts discipline panels and the Council with consideration given to:

- Quality of artistic work and indication of exceptional talent within art form.
- Complete description of Touring Arts program.
- Achieving a balanced Touring Arts roster.

NOTE: In reviewing applications, discipline panelists consider the quality of the applicant's work as demonstrated by the artistic documentation submitted. Because the quality of this documentation will play a critical role in panel ratings and funding recommendations, great care should be taken to ensure the submission of quality slides or digital images, audio tapes, video tapes, DVDs, and/or CDs.

Application Procedure

Applicants must submit the following materials:

1. **Application Form.** A signed copy of the Touring Arts Application on pages 81-87.
 - Before completing the application form, read the Glossary on pages 12-13, Grant Application Codes on pages 14-17, and guidelines on pages 79 and 80.
 - The application form must list the title of the touring program as it is to be publicized.
 - In the space provided on page one, include a description of the proposed touring program. This information will be used in the Touring Arts Roster should a grant be awarded.
2. **Budget Page.** Page 2 of the application form.
3. **Current Resume.** A current resume or biography of touring artist/group no longer than five single-side pages. Add the page(s) to the application.
4. **Reviews/Recommendations.** Up to five single-side pages of reviews and/or letters of recommendation. Add the page(s) to the application.
5. **Artistic Documentation Form.** Page 3 of the application. This list must correspond with the actual documentation submitted.
6. **Roster Information.** Touring Arts Roster Information Form; Page 4 of the application.
7. **Promotional Materials.** Four copies each of press kits or promotional materials either as hard copy or digital images on CDs or DVDs.
8. **Photograph.** Current photograph (high quality digital image preferred) for publicity purposes should a grant be awarded.
9. **Artistic Documentation.** Examples of the artist's work via manuscript, CD, VHS, DVD or audio cassette. See pages 8-11 for a list of documentation requirements for disciplines.
10. **Return Mailer.** Submit a self-addressed mailer with postage for return of artistic documentation. Applicants may also pick up documentation at the SDAC office within 30 days after the grant announcements.

Make a copy of the entire application packet for your files before submitting.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.arts council.sd.gov

Touring Arts Grant Application

Read pages 79-80 for grant guidelines and follow the steps listed under Application Procedure.

Touring Arts Title (Please type or print)

Number of Artists Participating

Applicant or Contact Person Name

TIN or Social Security Number

Address

City/State/Zip

Daytime Phone

Message Phone

E-mail Address

Website

Grant Application Codes (see Pages 14-17):

Select only one code for each

Applicant Status _____

Applicant Institution _____

Applicant Discipline _____

Project Discipline _____

Type of Activity _____

Arts Education _____

Project Descriptors _____

Project Race _____

Grantee Race _____

Touring Arts

FY 2009 and FY 2010
Grant Request **per year**

\$ _____

Touring Arts program description: (May be used to compile Roster listing.)

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process. Artist(s) certifies that work samples (other than digital art or graphics) submitted as digital images have not been digitally or otherwise altered from the original work.

Authorizing Official: _____

Signature & Title

Date

Address

City/Town

Zip

Telephone

TOURING ARTS BUDGET
FY 2009 and FY 2010
(July 1, 2008 to June 30, 2009 and July 1, 2009 to June 30, 2010)

Touring Arts Title

Please complete this worksheet to provide a basis for the grant request. **POLICY MANDATES THAT YOU MUST FIGURE IN THE COST OF TRAVEL OR SHIPPING AND ANY OTHER EXPENSES WHEN YOU SET YOUR FEE.**

SECTION 1	AVERAGE EXPENSES FOR ONE BOOKING (Taking into account that some Touring Arts Programs will have a fee range as listed on page 87 of the application materials.)	
A. Average Fee for your Primary activity (i.e. Performance/Exhibition/or Residency)	Average Fee	\$ _____
B. Other Services that may be contracted:		
Workshop/Clinic	\$	
Master Class	\$	
Others, please list:		
	\$	
	\$	
	\$	
	\$	

SECTION 2	GRANT REQUEST FOR <u>ONE</u> TOURING YEAR*	
E. Number of ANTICIPATED BOOKINGS for the primary activity. (Performance, Exhibition, or Residency)		(#)
F. Number of ANTICIPATED OTHER SERVICES		(#)
G. Amount of ANTICIPATED FEES*		\$
H. GRANT REQUEST FOR ONE YEAR (No more than 50% of Line G.)		\$

* Using the figures from Section 1, estimate your fees for one touring year. **Be sure to include projected mileage, meals and lodging, or shipping costs. You CANNOT add any type of additional cost to the fee scale printed in the *Touring Arts Roster* if the South Dakota Arts Council is to subsidize the activity with grant money.**

ARTISTIC DOCUMENTATION FORM

Support Materials: Artistic documentation of the artist's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Do NOT send original artwork. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. For literary manuscripts, list the title of the work, the genre, year the work was completed, and the publication date (if applicable). **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Discipline:** _____

SLIDES / DIGITAL IMAGES

Number	Title	Size*	Medium	Date of Completion
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

AUDIO TAPES, VIDEO TAPES, CDs, DVDs

Title of Recording	Type (audio, video, CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

MANUSCRIPTS

Title of Work	Genre	Date Completed	Date Published (if applicable)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

TOURING ARTS ROSTER INFORMATION FOR FY 2009-2010

If you are selected as a Touring Artist, the information you supply on this form and the photos you submit with your application will be used to prepare your *Touring Arts Roster* listing. You might want to use the current *Roster* as a guide. Please provide all the information requested. If you need more space, please continue on a separate sheet of paper.

Touring Artist or Group Name

Contact Person

Address

City/State

Zip Code

Telephone (day and/or evening)

Cell Phone (optional)

Fax Number (optional)

E-mail Address

Website

PRIMARY AUDIENCE: (i.e. youth, adults, seniors, general)

Primary Activity Fee Range*

(Performance, Exhibition, or Residency)

*Travel and/or shipping expenses **must be** included in your fees.

You **may not** add additional charges to the contract for travel or lodging.

Minimum Fee

\$

Maximum Fee

\$

Please specify OTHER SERVICES (i.e. workshops, masterclasses, etc.)

Service _____ Minimum Fee \$ _____ Maximum Fee \$ _____

[illegible][illegible]

Technical Requirements:

[illegible]

Touring Artist/Group Description: the program description on Page 1 of the application form will be used to compile a Roster listing if a grant is awarded.

Notify SDAC staff immediately of any changes in this information.
If possible, SDAC will include changes when the *Touring Arts Roster* is printed.

TOURING ARTS GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

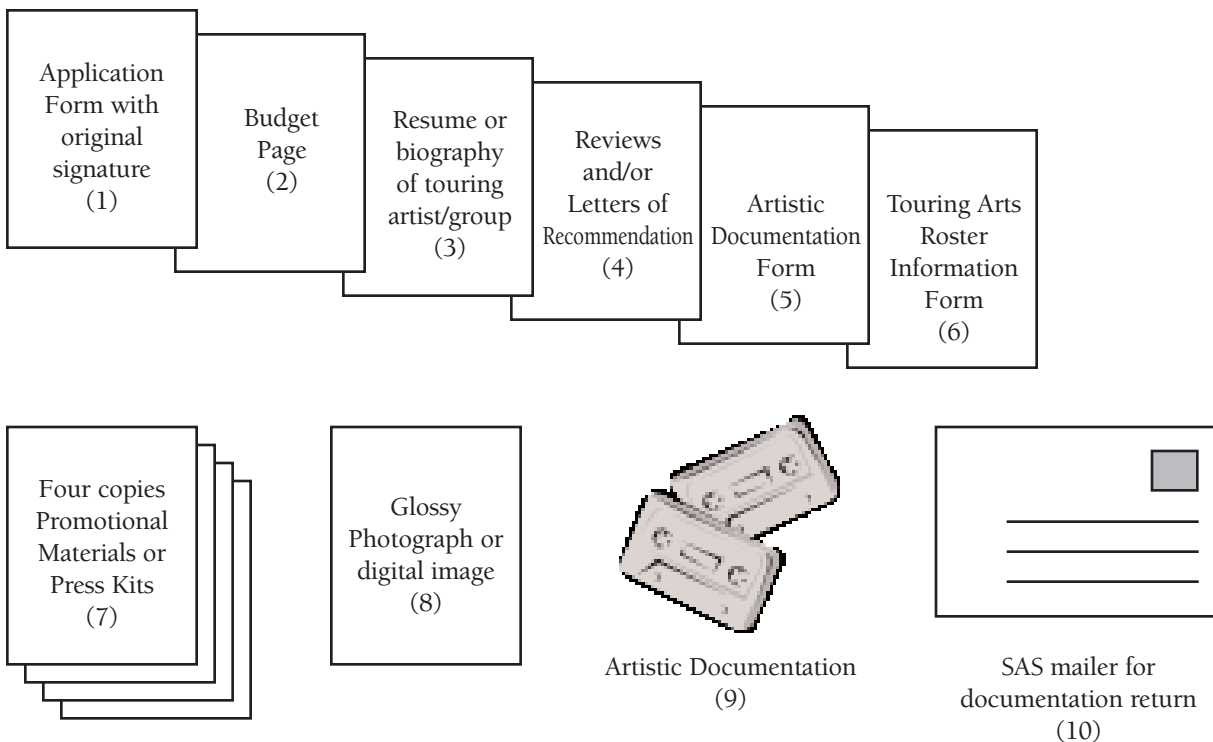
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

Checklist of Materials

- ☐ 1. Application Form (page 81)
- ☐ 2. Budget Page (page 83)
- ☐ 3. Resume or biography of touring artist/group
- ☐ 4. Reviews and/or Letters of Recommendation
- ☐ 5. Artistic Documentation Form (page 85)
- ☐ 6. Touring Arts Roster Information Form (page 87)
- ☐ 7. Promotional materials or press kits
- ☐ 8. Glossy Photograph (color or black and white) or digital image
- ☐ 9. Actual Artistic Documentation
- ☐ 10. Self-addressed mailer with adequate postage to have documentation returned

Order of Assembly for Mailing





Grants To Organizations And Schools

Artists In Schools & Communities

Sponsor Information

Purpose

Artists In Schools & Communities (AISC) grants provide professional artists to schools and other South Dakota nonprofit community organizations to encourage and supplement the arts in educational settings and foster positive community development through life-long learning experiences in the arts.

Artists In Schools & Communities is designed to:

- Provide students and communities an opportunity to work with and learn from a professional artist.
- Assist in the development of a school/community commitment to the arts as basic to education and life-long learning.
- Serve teachers by providing a resource person in a specific arts discipline who can help develop methods of creative teaching and assist schools and teachers in meeting educational content standards.
- Serve communities by providing artists to assist with community betterment, i.e. artistic and environmental design projects, theater residencies, murals, classes and workshops, etc.
- Support individual artists by providing time during the residency to pursue their own artistic development.

Artist Availability

Artists available for residencies are listed in the *Artists In Schools & Communities Roster* published each year by the South Dakota Arts Council and mailed to all schools and arts organizations shortly after January 1. To receive a copy of the roster, write or call the Arts Council office.

Eligible

South Dakota schools, nonprofit organizations, and units of government are eligible to sponsor Artists In Schools & Communities residencies.

Deadline

AISC Sponsor Applications must be postmarked by April 1 for residencies occurring after July 1. Under most circumstances, late applications will not be accepted. **The Sponsor Application form is included with the AISC Roster and will not be found in the Guide To Grants.** To receive a copy of the application as well as the AISC roster, write or call the Arts Council office.

Grant Amounts

Matching grants, which include half the artist's fee plus reimbursement for the artist's travel, will be awarded to the local sponsor. At the completion of the residency, it is the sponsor's responsibility to pay the total fee and mileage reimbursement to the artist. Residency supplies are the responsibility of the sponsor and should be negotiated with the artist well in advance of the start of the residency. Local sponsors are required to provide housing in a motel or similar facility unless such facilities are not available or unless the artist *requests* to stay in a private home. Private housing requests should be initiated by the artist, not by the sponsor.

Artist's Fees:	One Week Residency		One Semester Residency	
	Total Fee	\$1,000	Total Fee	\$16,000
	School/Community Cost	500	School/Community Cost	8,000
	SDAC Cost	500	SDAC Cost	8,000
	One Month Residency			
	Total Fee	\$4,000		
	School/Community Cost	2,000		
	SDAC Cost	2,000		

For residencies involving two or more artists, fees are higher. Contact the Arts Council for further details.

Evaluation

The Arts Council will send the residency sponsor an evaluation form to be completed and returned to the Arts Council office within 30 days of the conclusion of the AISC residency. (Do NOT use the standard evaluation form found in the *Guide To Grants*.)

Arts Challenge Grant

Purpose

Arts Challenge Grants provide assistance to South Dakota's eligible nonprofit arts organizations for a two-year period.

The Arts Challenge Grants are offered on a competitive basis with application review criteria based on the long-range planning goals of the South Dakota Arts Council. The state's eligible arts agencies are challenged to commit to these goals for statewide arts development through this funding program. The long-range goals of the State Arts Council are explained in more detail on page 2 of this Guide To Grants.

Following the goals of the South Dakota Arts Council, the funding category is designed to:

- Enhance quality of life and economic development through the arts.
- Promote public awareness and support of the arts.
- Advance the arts as essential to education and life-long learning.
- Strengthen arts organizations.
- Encourage and support artists.
- Ensure accessibility to the arts.

Eligible

Arts Challenge Grants may be awarded to South Dakota nonprofit arts institutions and organizations, including local arts councils, which have their own board of directors and are designated federally tax-exempt under IRS Section 501(c)(3), or are permanently under the auspices of a nonprofit qualified organization.

All applicants must have been in existence a minimum of four years, have a paid professional administrator, a broad base of support and an arts season of at least four programs throughout the year. A minimum eligible cash operating expense of \$35,000 for the most recently completed fiscal year must be documented on the Arts Challenge Grant Budget Information form on page 101.

Organizations not meeting the eligibility requirements for an Arts Challenge Grant may apply for a Project Grant.

Ineligible

Organizations whose sole purpose is to produce an arts fair or festival or to present a series of imported performing arts events are not eligible for Arts Challenge Grants.

Historical museums are not eligible for Arts Challenge Grant support. They may, however, apply for Project Grants in support of appropriate arts programming.

Challenge Grant recipients are not eligible to apply for Project Grants.

Deadline

The next deadline for Arts Challenge Grant applications is March 1, 2007. Grant awards will be announced in May for the fiscal year starting July 1, 2007. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1, 2007. Applications submitted by facsimile (FAX) machine will not be accepted.

Arts Challenge Grants will be awarded on an annual basis for a two-year period (July 1, 2007 – June 30, 2008 and July 1, 2008 – June 30, 2009). Arts organizations applying for an Arts Challenge Grant in 2007 may not reapply until March 1, 2009.

Grant Amount

Applicants may request up to 10% of the organization's eligible cash operating expenses as verified on the financial statement submitted with the application. Due to the state arts agency's budgetary limitations and the competitive application process, grant awards may be below the 10% level of an applicant's eligible cash operating expenses.

During the review process by the State Arts Council's Multi-Disciplinary Panel, Arts Challenge Grant applications from organizations with budgets under \$500,000 will be reviewed together as a group. Applicants with budgets over \$500,000 will be reviewed as a group. Due to the demands on the Arts Challenge Grant category budget, it may be necessary for the South Dakota Arts Council to establish a grant cap or maximum grant (as has been the case in years past).

Arts Challenge Grant recipients receive the same award each year for a two-year period (fiscal years 2008 and 2009) pending federal and state appropriations. Should appropriations be increased, reduced or eliminated, second year grant awards will reflect such action.

Funds may be requested as needed throughout each fiscal year. The annual final payment (10% of grant) will be made upon receipt of an evaluation each fiscal year. Grant funds may be used for **general operating assistance**.

Criteria for Awarding Grants

Applications are reviewed by a multi-disciplinary panel and the Council with consideration given to the applicant's demonstrated ability to:

- Enhance quality of life and economic development through the arts by using planning, programming and services involving community partners.
- Promote public awareness and support of the arts.
- Advance the arts as essential to education and life-long learning through arts programming for K-12 students and/or life-long learning arts experiences.
- Strengthen the applicant arts organization through grant support.
- Encourage and support artists through programming and service.
- Help ensure accessibility to the arts through arts programming and services.

During the grants making process, the State Arts Council will also take into consideration:

1. Quality of the organization's programs and services.
2. Planning by the organization.
3. Diversified income from both private and public sources in the applicant's budget.
4. A grant proposal that is clearly worded and easy to read.

Application Procedure

Applicants must submit:

- One signed copy of the **application form** on pages 99-101.
 - Before completing the application form, read the Glossary on pages 12-13 and Grant Application Codes on pages 14-17.
 - A summary of the applicant organization's mission and goals must be provided in the space provided on the application form.
- One single-side copy of an **application narrative**, up to 6 pages in length. Within the narrative, restate and answer each of the following 6 questions which follow the competitive Criteria for Awarding Grants.

1. How and to what extent is your organization involved with partnerships to enhance the quality of life and economic development of your community or area through planning, programming and services that involve the arts? *(Include partnerships your organization has formed with both arts and non arts groups that deal with community development at the local level and/or the identified service area of your organization which may be regional, statewide or multi-state.)*
2. How does your organization promote public awareness and support of the arts? *(Include your organization's activities that promote visibility, advocacy and awareness of the arts to the general public.)*
3. How does your organization help advance the arts as essential to education through arts programming for K-12 students and/or life-long learning arts experiences? *(Include programs in K-12 schools along with classes and educational opportunities your organization provides for young people and adults.)*
4. In what ways will Arts Challenge Grant funds strengthen the current operations of your organization in the next two years? *(It is not the intention of the funding category for applicants to propose new activities or projects for a Challenge Grant.)*
5. How does your arts organization encourage and support artists through programming and service? *(Include direct and indirect financial support as well as professional development opportunities provided by your organization for artists.)*
6. By what means does your arts organization ensure accessibility to the arts through arts programming and service to under-served communities? *(Include programming, services and outreach to South Dakotas under-served populations including rural residents, Native Americans, other minority groups, people with disabilities, senior citizens, and low income individuals.)*

Documentation:

The application must be accompanied by support materials that document the quality of the organization's programs and services, planning by your organization, and diversified income from both private and public sources in applicant's budget.

To demonstrate the quality of the organization's programs and services, submit:

- Two copies of up to 5 program brochures or equivalent documentation from the current year's arts programming and services.
- One single-side list of the principal administrative and artistic staff by name, title and current annual salary.
- One single-side list of the current board of directors, with addresses and occupations.

To demonstrate planning by your organization, submit:

- One single-sided listing of planned activities for the next fiscal year.
- One single-sided copy of the organization's long-range plan. If not submitted, it will be assumed that a long-range plan does not exist. The quality of the plan will be part of the competitive review process for the Arts Challenge Grant category. South Dakota Arts Council firmly believes that organizations applying in this category should be operating under a strategic long-range plan that covers multi years. Your organization's plan should include a mission or vision statement, goals (e.g. "advance arts education") and strategies (e.g. "offer quality visual arts activities for youth in the community") to achieve the goals. Strategies should be supported by specific activities (e.g. "establish visual arts camp for 30 students in grades K-5 in

July 2007 using two local artists as teachers”) that are well thought out as to timeline and who will accomplish them. A simple listing of activities or “dream” projects is NOT viewed as good long-range planning and will not help with the competitive review. Technical assistance in developing a long-range plan is available through South Dakotans for the Arts Technical Assistance Group (TAG) Program. Sample long-range plans are available upon request.

For **financial review** along with demonstration of diversified income from both private and public sources in applicant’s budget, submit:

- One copy of the applicant’s year-end financial statement signed by treasurer or appropriate authorizing official. The financial statement is subject to audit by the State of South Dakota and National Endowment for the Arts and must cover the most recent accounting period ending before January 1 of the current year.
- On the financial statement, applicant must cross-reference line items on the South Dakota Arts Council budget information form (page 2 of Application) to the organization’s financial statement. For example, all entries on the applicant’s year-end financial statement included under “A. Personnel” on the Arts Council budget information form should be identified with the letter “A” next to the entry. All entries on the applicant’s year-end financial statement included under “B. Space Rental” should be identified with the letter “B” next to the entry, etc. An accountant reviews financial statements submitted for Challenge Grant support for accuracy and eligibility of expenses.
- One copy of a listing of major contributions of \$500 or more from individuals, corporations, businesses, and foundations broken down by name and amount of gift for past fiscal year, to demonstrate the diversification of private fundraising.

Make a copy of the application packet for your files before submitting.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Annual evaluations are due within 30 days after the end of the each fiscal year. Narrative should give a brief description of the applicant’s activities for the year, rating (with explanation), number of events scheduled, number of individuals and youth benefiting, number of artists participating and financial report.

Subsequent grants are dependent upon receipt of completed evaluation report.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

Arts Challenge Grant Application

Read pages 95-98 for grant guidelines and follow the steps listed under Application Procedure.

Applicant Organization (Please type or print)

TIN Number

Address

City/State/Zip Code

County

Telephone

E-mail Address

Website

Contact Person

Daytime Phone

Evening or Message Phone

Address

City/Town

State

Zip

Project Title

Grant Application Codes (see Pages 14-17):

Applicant Status _____
Applicant Institution _____
Applicant Discipline _____
Project Discipline _____
Type of Activity _____
Arts Education _____
Project Descriptors _____
Project Race _____
Grantee Race _____

Grant Period:

Grant Amount requested: _____
(Line P on Page 2 of application form)

Start Date

End Date

Number of Individuals to Benefit:

Number of Children and Youth to Benefit:

Number of Artists Participating:

Summary of applicant organization's mission and goals. (Please use only the space provided.):

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the *SDAC Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Authorizing Official:

Signature & Title

Date

Address

City/Town

Zip

Telephone

BUDGET INFORMATION

_____ Applicant Organization Cash balance at the beginning of the most recent fiscal year was \$_____.

Invested as follows: \$_____ in checking account. \$_____ in savings account. \$_____ other (list)_____

Each item below must be annotated on your organization's financial statement. Round all amounts to the nearest dollar.

EXPENSES	Cash Operating Expenses Most Recent Fiscal Year Ending _____	Operating Budget Current Fiscal Year Starting _____
A. Personnel Administrative (Number of Positions ____)		
Artistic (Number of Positions ____)		
Outside Artistic Fees and Services		
Other Outside Fees and Services		
B. Space Rental		
C. Travel (Mileage, Lodging, Meals)		
D. Marketing		
E. Remaining Operating Expenses _____ _____ _____		
F. Total Cash Expenses (A through E)		
G. Deduct total expenses paid from Federal sources including SDAC grant(s) (From M below)	(_____)	
H. Total Eligible Cash Operating Expense (F minus G)		

INCOME	Income Most Recent Fiscal Year Ending _____	Income Current Fiscal Year _____
I. Admissions		
J. Contracted Services Revenue		
K. Other Revenue (Please specify)		
L. Cash Support Corporate _____ Foundation _____ Other Private _____		
M. Government Support City/County _____ Regional/State _____ Federal _____ All SDAC Grant(s) _____		
N. Applicant Cash (See page 12)		
O. Total Applicant Cash Income (I through N)		
P. Grant Amount Requested from SDAC (10% of Total Eligible Cash Operating Expense from H above)		

ARTS CHALLENGE GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

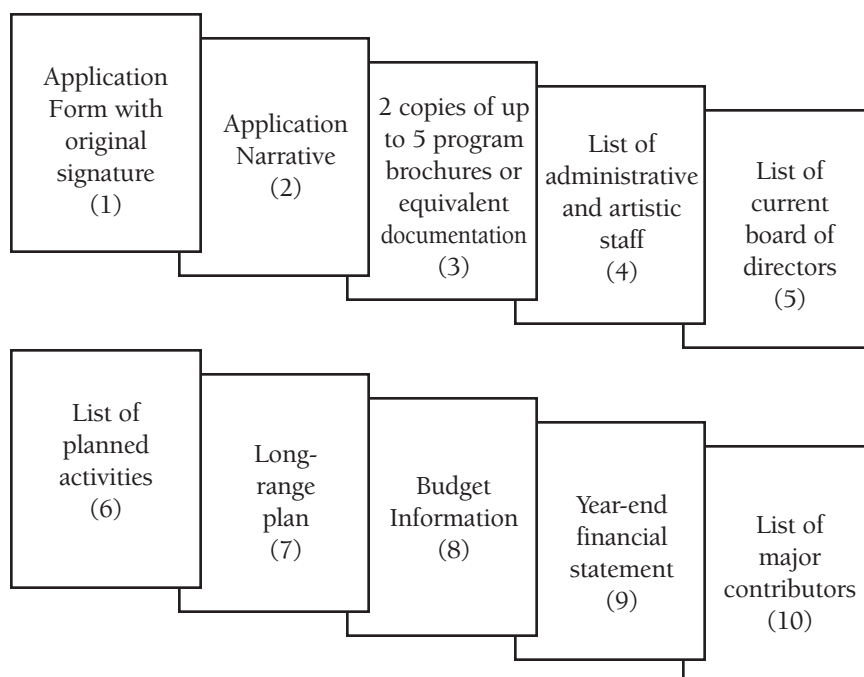
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

Checklist of Materials

- ☐ 1. Application Form (page 99)
- ☐ 2. Application Narrative
- ☐ 3. Program brochures or equivalent documentation
- ☐ 4. List of principal administrative and artistic staff
- ☐ 5. List of current board of directors
- ☐ 6. List of planned activities
- ☐ 7. Long-range plan
- ☐ 8. Budget Information (page 101)
- ☐ 9. Year-end financial statement
- ☐ 10. List of major contributors

Order of Assembly for Mailing



Excursion Grant

Purpose

The Excursion Program provides matching funds to South Dakota organizations to assist in transportation costs for taking K-12 students and persons with disabilities to programs co-sponsored by the South Dakota Arts Council in another town.

Eligible

Funds are limited to the transportation of:

- K-12 students
- Persons with disabilities

Nonprofit organizations designated as federally tax-exempt under the IRS Section 501(c)(3), units of government, public and private K-12 schools, or nonprofit education institutions. Organizations not meeting this requirement may apply under the auspices of a qualifying organization, which then becomes responsible for all fiscal and contractual agreements.

Each Excursion must include a minimum of eight K-12 students and/or persons with disabilities, traveling at least 80 miles round trip. If private cars are used, it is expected that at least four people, including a chaperone, will be transported in each.

Deadline

All materials must be postmarked at least 15 days prior to the beginning date of the proposed activity.

Grant Amount

Up to 50% of the total amount of cash transportation cost will be paid by the Council. No more than \$500 may be awarded to an organization within a fiscal year.

If private vehicles are used for the Excursion, transportation cost should be computed using the state rate of 32¢ per mile, per vehicle. If an alternative mode of transportation is used (i.e. charter bus, rental van, etc.), a copy of the rental agreement which includes the transportation cost, must be submitted with this application.

Application Procedure

One signed copy of the application on page 107 must be submitted. In completing the application form, refer to the Grant Application Codes on pages 14-17.

Criteria for Awarding Grants

Applications are reviewed by staff with consideration given to the following:

- Complete application form.
- Meeting all guidelines.
- Traveling to a program sponsored by a South Dakota Arts Council funded organization or a program receiving South Dakota Arts Council support.

Evaluation

Evaluations are due 30 days after the Excursion. Information required on the Evaluation Form includes description and comments on the activity, a rating (with explanation) of program attended, actual number of individuals benefiting, and financial report.

If an evaluation is not received in the Council office 30 days after the Excursion, funds will no longer be available.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artscouncil.sd.gov

Excursion Grant Application

Read page 105 for grant guidelines. Make a copy of the application for your files before submitting.

Applicant Organization (Please type or print)

TIN Number

Address

City/State/Zip Code

County

Telephone

E-mail Address

The person in charge of this excursion:

Contact Person

Daytime Phone

Evening or Message Phone

Address

City/State/Zip Code

E-mail Address

Grant Application Codes (see Pages 14-17):

Applicant Status _____

Applicant Institution _____

Applicant Discipline _____

Project Discipline _____

Type of Activity _____

Arts Education _____

Project Descriptors _____

Project Race _____

Grantee Race _____

Event to be attended: _____

Date: _____

Location: _____

Sponsor: _____

Mileage from _____ to _____

(Our Town)

(Location of Event)

and back (round trip) is _____.

We will transport _____ persons in _____ vehicles.

Total transportation cost is \$ _____

Grant Request \$ _____

(No more than 50% of total transportation cost up to a maximum of \$500.)

If approved, the authorizing official will be sent an Excursion Evaluation form. Payment will be made upon receipt of the Evaluation form in the South Dakota Arts Council office.

No funding will be granted unless the Evaluation is received within 30 days after the Excursion.

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Authorizing Official: _____

Signature & Title

Date

Address

City/Town

Zip

Telephone

Importation of Musicians Grant

Purpose

The funding category is designed to:

- Enable South Dakota orchestras to import musicians that are not available within their own community to improve the quality of a performance season.

Eligible

Nonprofit symphony orchestras designated as federally tax-exempt under the IRS Section 501(c)(3), units of government, or nonprofit educational institutions. Organizations not meeting this requirement may apply under the auspices of a qualifying organization, which then becomes responsible for all fiscal and contractual arrangements.

Ineligible

Recipients of Arts Challenge Grants, Project Grants and Small Organization Season Support Grants are not eligible to apply for Importation of Musicians Grants.

Deadline

All materials must be postmarked by March 1. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have any questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1. Applications submitted by facsimile (FAX) machine will not be accepted. Grant awards will be announced in May for the fiscal year starting July 1.

Grant Amount

No more than 50% of the total musician importation costs may be requested from the Arts Council. Grants must be matched at least dollar for dollar. A strong cash commitment by the applicant is encouraged. Funds may be requested as needed throughout the fiscal year. The final payment (10% of grant) will be made upon receipt of the evaluation.

Criteria for Awarding Grants

Applications are reviewed by arts discipline panels and the Council with consideration given to:

- Complete description of project.
- Quality within the art form.
- Contribution to overall quality of the arts in applicant's region.
- Organizational and fiscal management: ability to carry out proposed activity.
- Indication of need for the project.
- Realistic budget showing cash support from other public and private sources.

Application Procedure

Applicants must submit the following materials:

1. **Application.** One signed copy of the application form, Pages 111-113.
 - Before completing the application form, read the Glossary on pages 12-13, Grant Application Codes on pages 14-17.
 - A summary of the applicant's concert season and intended use of grant funds must be included in the space provided.
2. **Budget & Imported Musician Information.** Page 2 of the application form. The budget is for only those expenses related to musicians hired to enhance the orchestra, not the entire season. **Ineligible expenses include guest artists, judges and musicians residing in the applicant's community.** Include a list of imported musicians, their address (city only), instruments, fees and number of services on the page. If additional space is needed continue on another single-side page and include it with the application.

3. **Applicant Description.** A brief (one page) description of the applicant organizations, background, purpose and programming. Add the single-side page to the application.
4. **Biography.** Conductor's biography or resume not to exceed five single-side pages. (Biographies or resumes are not needed for the musicians.) Add the page(s) to the application.
5. **Supporting Print Materials.** Up to five single-side pages of supporting print materials may be submitted; i.e. newspaper articles and reviews, letters of support, etc. Use only 8 1/2" x 11" standard-sized pages. Legal-sized pages will not be accepted. Add these pages to the application.
6. **Program Brochures.** Two copies each of up to five program brochures or equivalent documentation.
7. **Artistic Documentation.** Examples of applicant's artistic work via manuscript, CD, VHS, DVD or audio cassette. See pages 8-11 for list of documentation guidelines.
8. **Return Mailer.** A self-addressed mailer with postage for return of artistic documentation. Applicants may also pick up documentation at the SDAC office within 30 days after the grant announcements.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide to Grants*. Evaluations are due 30 days from the ending date of the Importation of Musicians season. Information required on the Evaluation Form includes description and comments on the project, rating (with explanation) of the project, number of events scheduled, actual number of individuals benefiting, and financial report that includes all income and expenses for the orchestra's season.

Subsequent grants are dependent upon receipt of complete evaluation reports.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.arts council.sd.gov

Importation of Musicians Application

Read pages 109-110 for grant guidelines and follow the steps listed under Application Procedure.

Applicant Organization (Please type or print)	TIN Number
---	------------

Address	City/State/Zip Code	County
---------	---------------------	--------

Telephone	E-mail Address
-----------	----------------

Contact Person	Daytime Phone	Evening or Message Phone
----------------	---------------	--------------------------

Address	City/State/Zip Code	E-mail Address
---------	---------------------	----------------

Grant Application Codes (see Pages 14-17):

Applicant Status _____
Applicant Institution _____
Applicant Discipline _____
Project Discipline _____
Type of Activity _____
Arts Education _____
Project Descriptors _____
Project Race _____
Grantee Race _____

Beginning date of Season: _____

Ending date of Season: _____

Total Importation Costs \$ _____

Grant Amount Requested* \$ _____

**No more than 50% of the total importation costs.*

Summary of concert season and intended use of grant funds:

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Authorizing Official: _____	Signature & Title	Date
-----------------------------	-------------------	------

Address	City/Town	Zip	Telephone
---------	-----------	-----	-----------

BUDGET AND IMPORTED MUSICIAN INFORMATION

Applicant Organization

Round all amounts to the nearest dollar. If you need additional space, continue on another page.

EXPENSES	Number of Imported Musicians	Total Artist Fees	Total Travel Costs	Total Importation Expense (Artist Fees plus Travel Costs)
1. Performance				
2. Performance				
3. Performance				
4. Performance				
5. Performance				
6. Performance				
7. Performance				
8. Performance				
		Total of all Importation Expenses		

Imported Musicians List*

Name of Musician	City/Town	Instrument	Fees	Number of Services
------------------	-----------	------------	------	--------------------

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

* If additional space is needed, continue on another page.

IMPORTATION OF MUSICIANS GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

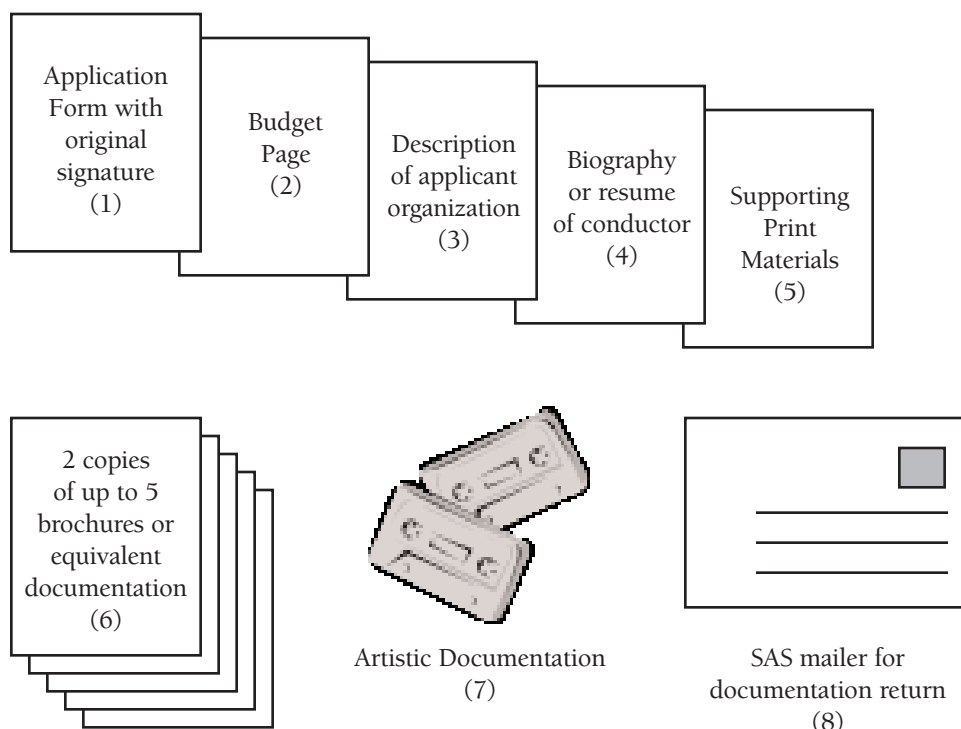
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

Checklist of Materials

- ☐ 1. Application Form (page 111)
- ☐ 2. Budget Page (page 113)
- ☐ 3. Description of applicant organization
- ☐ 4. Biography or resume of conductor
- ☐ 5. Supporting Print Materials (i.e. printed reviews, programs, etc.)
- ☐ 6. Program Brochures or equivalent documentation, if applicable
- ☐ 7. Actual Artistic Documentation
- ☐ 8. Self-addressed mailer with adequate postage to have documentation returned

Order of Assembly for Mailing



Interim Funding

Purpose

Interim Funding allows nonprofit organizations to apply for up to \$500 matching funds in each of the following categories for specific activities throughout the year.

- Arts Opportunity Grant
- Professional Development Grant
- Technical Assistance Grant

Eligible

Nonprofit organizations designated as federally tax-exempt, units of government and most nonprofit educational institutions are eligible to apply. Organizations not meeting this requirement may apply under the auspices of a qualifying organization which then becomes responsible for all fiscal and contractual arrangements.

Deadline

All materials must be postmarked at least 30 days prior to the beginning date of the proposed activity.

Grants are reviewed and awarded on a first-come-first-served basis as they arrive in the office. When the dollars allocated for interim funding have been expended for a particular fiscal year, additional requests will not be approved regardless of the application's merit. It is advisable, therefore, to **submit the application well ahead of the 30-day deadline** and to **contact SDAC to determine availability of funds before submitting an application** in any of the interim funding categories.

Arts Opportunity Grant

Purpose

Arts Opportunity Grants are designed to assist organizations present specific arts activities that arise as sudden opportunities during the course of the grant year and for which they could not meet the regular March 1 application deadline. Grants normally fund one-time events which are not part of the organization's regular season of activities.

Grant Amount

No more than 50% of the total project costs, up to a maximum of \$500, may be requested from the Arts Council. Grants must be matched at least dollar for dollar by the applicant. In many cases, approved grant requests will be fully funded. Sometimes, however, grant approval will be for less than the amount requested. The final payment (10% of the grant amount) will be withheld until receipt of the grant evaluation.

Organizations may apply for more than one Arts Opportunity Grant; however, no more than \$500 will be awarded to any organization within a fiscal year.

Ineligible

Colleges and universities are not eligible to apply.

Organizations receiving a Project Grant, Importation of Musicians Grant, Small Organization Season Support Grant, Arts Challenge Grant, or Statewide Services Grant are not eligible to apply.

Deadline

All materials must be postmarked at least 30 days prior to the beginning date of the proposed activity.

Criteria for Awarding Grants

Applications are reviewed by staff with consideration given to:

- Complete description of the project.
- Contribution to overall quality of the arts in applicant's community or region.
- Indication of need for SDAC support.
- Realistic budget showing a strong commitment by the organization and cash support from other public and private sources.

Application Procedure

Applicant must submit one copy of the following:

1. **Interim Funding Application Form** (page 1 of the application).
 - Before completing the application form, read the Glossary on pages 12-13 and Grant Application Codes on pages 14-17.
 - A brief summary of the proposed activity should be supplied on the bottom of the page in the space provided.
 - Sign and date the bottom of the page.
2. **Interim Funding Budget Page** (page 2 of the application). (Remember that you may request no more than 50% of the total project costs or \$500, whichever is less.)
3. **Grant proposal narrative** of no more than 3 single-side pages. Using the *Criteria for Awarding Grants* as a guide, include the following:
 - Complete description of the project. What is the project expected to achieve and why is it important?
 - How does the project contribute to the quality of the arts in your community or region?
 - Explain why SDAC support is necessary for the success of this project.
 - Explain any items from the budget page that may be unclear from reading only the budget itself. For example, if the budget includes \$1,000 under *artistic fees*, explain what that money will be used for.
4. **Biographies or resumes** not to exceed 5 single-side pages **for each artist significantly involved with the project and/or any other person who will be paid** from Arts Opportunity Grant funds.
5. Optional: Up to 5 single-side pages of **supporting print material**, including, but not limited to, newspaper articles, reviews and letters of support.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due within 30 days from the ending date of the Arts Opportunity Grant activity. Information required on the Evaluation Form includes description and comments on the project, rating (with explanation) of the project, number of events scheduled, actual number of individuals benefiting, and financial reports.

Subsequent grants are dependent upon receipt of completed evaluation reports.

Professional Development Grant

Purpose

Professional Development Grants may be awarded to an organization to fund its representative's attendance at a professional development activity that benefits both the organization and the individual attending.

Grant Amount

- Assistance up to \$500 may be provided to match 50% of cash costs for registration fees and travel/lodging/meals at state government rates. Funds are awarded to the applicant organization. The final payment (10% of the grant) will be made upon receipt of the evaluation.
- Applicant organization may request funding for only one individual to represent them in the proposed professional development activity. No more than \$500 may be awarded to an organization within a fiscal year.
- K-12 arts teachers may apply through their school districts.

Ineligible

Colleges and universities are not eligible to apply.

Deadline

All materials must be postmarked at least 30 days prior to the beginning date of the proposed activity.

Criteria for Awarding Grants

Applications are reviewed by staff with consideration given to the following:

- Quality of professional development opportunity.
- Appropriateness of individual attending.
- Benefits of professional development to individual and sponsoring organization.
- Realistic budget with matching funds.

Application Procedure

Applicants must submit one copy of the following materials:

1. **Application.** A signed copy of the Interim Funding Application Form on Page 121.
 - A summary of the proposed activity must be supplied in the space provided on the application form.
2. **Budget Page.** Page 2 of the application. List the registration fee under **A. Personnel/Other Outside Fees and Services**. List travel, lodging and meals expenses under **C. Travel**. List sources and amounts of matching funds under the appropriate category in the **Income** section of the budget.
3. **Narrative.** An application narrative which includes:
 - Name, date and location of professional development opportunity.
 - Name and address of individual who will be attending event and his or her relationship to the applicant organization.
 - Explanation of how attendance will benefit the individual attending as well as the applicant organization.Add the page(s) to the application.
4. **Resume.** A resume or biographical information on the individual attending the activity. Add the page(s) to the application.
5. **Brochure.** A brochure or printed information on the professional development opportunity. Add the page(s) to the application.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due within 30 days from the ending date of the Professional Development opportunity. Information required on the Evaluation Form includes description of activity, rating (with explanation) of the experience, number of events attended, actual number of individuals benefiting, and financial report. Subsequent grants are dependent upon receipt of completed evaluation reports.

Technical Assistance Grant

Purpose

Technical Assistance to South Dakota nonprofit arts organizations provides matching funds for specialists to advise groups on technical matters, specific programs, projects, and/or administrative functions, provided that this expertise is not available within the organization. **Assistance specifically related to technology issues such as use of the internet, web design and other computer expertise may be funded in this category.**

Consultant's responsibility is to offer advice and suggestions toward solving an organization's problems and, if applicable, to help train or advise staff members to carry out the suggestions. A board or staff member should be assigned to work with the consultant to implement recommendations.

Consultant may be the organization's choice (provided that person is, in the judgment of the Council, a qualified professional) or, if the organization requests, Council staff will recommend a number of consultants from which the organization may choose. Several South Dakota arts administrators have been trained to provide nonprofit management and artistic advice and consultation through South Dakotans for the Arts (SoDA) Technical Assistance Group (TAG). For more information about TAG, write SoDA, PO Box 414, Lead, SD 57754 or call (605) 722-1467.

Grant Amount

Assistance up to \$500 may be provided by the Council to match 50% of the consultant's negotiated fee and travel/lodging/meals at state government rates. The final payment (10% of the grant) will be made upon receipt of the evaluation. No more than \$500 may be awarded to an organization within a fiscal year.

Deadline

All materials must be postmarked at least 30 days prior to the beginning date of the proposed activity.

Criteria for Awarding Grants

Applications are reviewed by staff with consideration given to the following:

- Complete description of the consultation.
- Indication of need for Technical Assistance.
- Qualifications of selected consultant.
- Management and fiscal competence of applicant.
- Realist budget showing cash match.

Application Procedure

Applicants must submit one copy of the following materials:

1. **Application.** A signed copy of the Interim Funding Application form on Page 121.
 - A summary of the proposed activity must be supplied in the space provided on the application form.
2. **Budge Page.** Page 2 of the application form. List consultant's travel fee under **A. Personnel/Other Outside Fees and Services**. List consultant's travel, lodging and meals under **C. Travel**. List sources and amounts of matching funds under the appropriate category in the **Income** section of the budget.
3. **Narrative.** A narrative which includes:
 - An outline of the particular needs of the organization.
 - Consultant's name and address.
 - Proposed dates of the consultationAdd page(s) to the application.
4. **Resume.** A copy of the consultant's resume. Add page(s) to the application.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due within 30 days from the ending date of the Technical Assistance activity. Information required on the Evaluation Form includes description and comments on the project, rating (with explanation) of the consultation, number of events scheduled, actual number of individuals benefiting (attendance), and financial report. Subsequent grants are dependent upon receipt of completed evaluation reports.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

Interim Funding Application

Read pages 117-120 for grant guidelines and follow the steps listed under Application Procedure.

Check one grant category: ☐ Arts Opportunity Grant ☐ Professional Development Grant ☐ Technical Assistance Grant

Applicant Organization (Please type or print) _____ TIN Number _____

Address _____ City/State/Zip Code _____

Telephone _____ E-mail Address _____

Contact Person _____ Daytime Phone _____ Evening or Message Phone _____

Address _____ City/State/Zip Code _____ E-mail Address _____

Project Title _____

Grant Application Codes (see Pages 14-17): Applicant Status _____ Applicant Institution _____ Applicant Discipline _____ Project Discipline _____ Type of Activity _____ Arts Education _____ Project Descriptors _____ Project Race _____ Grantee Race _____	Project Period: _____ Grant Amount requested: _____ Start Date _____ End Date _____ Total Budget: _____ Date(s) of Project Event(s) _____ _____ _____ Number of Individuals to Benefit: _____ Number of Children and Youth to Benefit: _____ Number of Artists Participating: _____
---	---

Application Summary:

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the *SDAC Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Authorizing Official: _____ Signature & Title _____ Date _____

Address _____ City/Town _____ Zip _____ Telephone _____

BUDGET INFORMATION

Applicant Organization

Project Title

Round all amounts to the nearest dollar.

EXPENSES	Cash Expenses	In-Kind Contributions
A. Personnel Administrative (Number of Positions ____)		
Artistic (Number of Positions ____)		
Outside Artistic Fees and Services		
Other Outside Fees and Services		
B. Space Rental		
C. Travel (Mileage, Lodging, Meals)		
D. Marketing		
E. Remaining Operating Expenses _____ _____ _____		
F. Total Cash Expenses (A through E)		
G. Total In-Kind Contributions (A through E)		
H. Total Expenses (Total of F and G)		

INCOME	Income
I. Admissions	
J. Contracted Services Revenue	
K. Other Revenue (Please specify) _____ _____ _____	
L. Cash Support Corporate _____ Foundation _____ Other Private _____	
M. Government Support City/County _____ Regional/State _____ Federal _____ Other SDAC Grant(s) _____	
N. Applicant Cash (See page 12)	
O. Total Applicant Cash Income (I through N)	
P. Grant Amount Requested from SDAC (No more than 50% of Total Cash Expense from F above)	
Q. Total Cash Income (O and P)	
R. Total In-Kind Contributions (Same as G above)	
S. Total All Income (Total of Q and R should equal H above)	

Music Residency Program For Native American Youth

Background

Thanks to Kevin Locke, the South Dakota Arts Council in partnership with South Dakotans for the Arts has funds available for residency programs in the area of music. Funds are from EarthBeat! Recordings. As part of Kevin Locke's recording contract, a certain percentage of the sales of his recordings is designated for the encouragement of music programs among Native American youth. The grant is available as funds allow.

A 25% cash match is required to participate in the program.

There is a great deal of flexibility with the kinds of music programs that can be funded. Either local musicians or musicians in the Arts Council's Touring Arts or Artists In Schools & Communities programs may be used for the residencies.

How to book a residency

1. Contact the South Dakota Arts Council at 605-773-3301 or in-state toll free 1-800-952-3625.
2. Contact the musician(s) you would like for the residency. Negotiate the fee for the residency.
3. Determine a schedule.
4. Return the application form on page 127 to the South Dakota Arts Council at least **two weeks prior to the beginning of the residency**.
5. On the final day of the residency, the sponsor should pay the entire negotiated fee directly to the artist. Kevin's share of the residency costs will be paid to the local sponsor by a check from South Dakotans for the Arts.
6. Within 30 days of the completion of the residency, return the Evaluation Form on pages 167-169 of the *Guide To Grants*, to South Dakotans for the Arts.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

Music Residency Program For Native American Youth Application

Photocopy form to apply for more than one residency.
For your records, be sure to make a copy of the complete
application packet before submission.

Please TYPE or PRINT: Submit one copy of this form for each residency requested.

Sponsoring Organization	TIN Number	Telephone
-------------------------	------------	-----------

Address	City/State/Zip Code	E-mail Address
---------	---------------------	----------------

Project Director	Daytime Phone	Evening or Message Phone
------------------	---------------	--------------------------

Musician Scheduled For Residency	Daytime Phone	Evening or Message Phone
----------------------------------	---------------	--------------------------

Musician's Address	City/State/Zip Code	E-mail Address
--------------------	---------------------	----------------

Residency Dates: _____

Describe the residency activities:

Musician's total fee: _____

Sponsor will pay (25% of fee): _____

Arts Council/SoDA will pay (75% of fee): _____

AGREEMENT: I, as authorizing official for the applicant school/organization, understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein.

Authorizing Official: _____	Signature & Title	Date
-----------------------------	-------------------	------

Address	City/Town	Zip	Telephone
---------	-----------	-----	-----------

Performing Arts Bank

Purpose

The Performing Arts Bank Program is a partnership program of South Dakotans for the Arts and the South Dakota Arts Council.

As an underwriting service for South Dakota communities with populations under 15,000, the Performing Arts Bank insures against financial loss in producing and sponsoring performances, workshops and other performing arts events without removing the community effort required to support the event. Activities must be open to the public through the purchase of tickets, registration or entry fees.

Performing Arts Bank underwriting is designed to:

- Foster efficient management of performing arts presentations as a means of becoming self-supporting.
- Stimulate local private support for arts programming.
- Facilitate the presentation of quality local and imported performing arts activities.
- Encourage the employment of professional performing artists.

Eligible

Nonprofit organizations from South Dakota communities with populations under 15,000 are eligible. Applicants must be designated as federally tax-exempt institutions under the IRS Section 501(c)(3) or units of government or nonprofit educational institutions. Organizations not meeting this requirement may apply under the auspices of a qualifying organization, which then becomes responsible for all fiscal and contractual arrangements.

Arts events eligible for Performing Arts Bank underwriting are imported and locally produced quality performing arts presentations (theater productions, dance performances, music concerts, or recitals, etc.), and workshops and classes led by performing arts professionals. The presentation of touring programs available from bordering state arts agencies also is eligible. Performances supported through Arts Midwest are eligible for Arts Bank underwriting.

Organizations wishing to schedule an event with high financial risk or for which no admission can be charged should consider a Project Grant.

Ineligible

Arts Bank underwriting is not available for activities such as:

- School events normally considered part of the regular or extracurricular program.
- Educational events which offer course credit.
- Performances and workshops which are available to the public only through a subscription season ticket or membership.
- Projects receiving support from the South Dakota Arts Council in another category.
- Events supported by a free will offering rather than paid admissions.
- Projects that are part of an Arts Challenge Grant recipient's regular season.

Deadline

All materials must be postmarked at least 30 days prior to the beginning date of the proposed activity.

Grant Amount

Each application for Arts Bank underwriting must not exceed 50% of the project cost, up to a maximum of \$500. An organization cannot receive more than \$1,000 from the Arts Bank within a fiscal year (July 1 to June 30).

Criteria for Awarding Grants

Applications are reviewed by staff with consideration given to the following:

- Complete description of event.
- Quality within the art form.
- Management and fiscal competence of applicant.
- Realistic budget, showing how expenses will be covered without Arts Bank support.

Application Procedure

Applicant must submit one copy of the following materials:

1. **Application.** A signed copy of the application on pages 131-133.
 - Before completing the application form, refer to the Glossary on pages 12-13.
 - A summary of the proposed activity must be supplied in the space provided on the application form.
2. **Budget Page.** Page 2 of the application. Include a realistic budget showing anticipated cash expenses and the sources of cash income expected to cover the entire cost of the project. (**Anticipated income must meet or exceed anticipated expenses.**) Applicant must agree to try to raise the amount needed to cover expenses. If the project succeeds, Council funds are not used. If it does not meet its expenses, Arts Bank money is available up to the amount approved in advance.
3. **Resume.** A biography or resume no longer than five single-side pages, for each artist or consultant involved in the Arts Bank activity. Add the page(s) to the application.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due within 45 days after completion of the project. The information required on the Evaluation Form includes description and comments on the projects, a rating (with explanation) of the project, number of events scheduled, actual number of individuals benefiting (attendance), actual number of artists participating, and financial report.

The financial report must show actual cash expenditures and cash income, indicating any profit or loss. If a loss is incurred, payment from Arts Bank will be made to the applicant organization. Payment may not exceed the amount approved in advance.

If an evaluation is not received in the Council office 45 days after the event, funds will no longer be available.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

Performing Arts Bank Application

Read pages 129-130 for grant guidelines and follow the steps listed under Application Procedure.

Applicant Organization (Please type or print)

TIN Number

Address

City/State/Zip Code

County

Telephone

E-mail Address

Contact Person

Daytime Phone

Evening or Message Phone

Address

City/State/Zip Code

E-mail Address

Project Title

Grant Application Codes (see Pages 14-17):

Applicant Status

Applicant Institution

Applicant Discipline

Project Discipline

Type of Activity

Arts Education

Project Descriptors

Project Race

Grantee Race

Project Period:

Start Date

End Date

Date(s) of Project Event(s)

Number of Individuals to Benefit:

Number of Children and Youth to Benefit:

Number of Artists Participating:

Grant Amount requested:

Total project cost:

Summary of proposed Performing Arts event:

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Authorizing Official:

Signature & Title

Date

Address

City/Town

Zip

Telephone

PROPOSED BUDGET

Applicant Organization _____

Project Title _____

Round all amounts to the nearest dollar.

EXPENSES	Cash Expenses
A. Personnel Administrative (Number of Positions ____)	
Artistic (Number of Positions ____)	
Outside Artistic Fees and Services	
Other Outside Fees and Services	
B. Space Rental	
C. Travel (Mileage, Lodging, Meals)	
D. Marketing	
E. Remaining Operating Expenses _____ _____ _____	
F. Total Cash Expenses (A through E)	

INCOME	Income
I. Admissions (Anticipated Attendance _____ Ticket Prices/Registration Fee _____)	
J. Contracted Services Revenue	
K. Other Revenue (Please specify) _____ _____ _____	
L. Cash Support Corporate _____ Foundation _____ Other Private _____	
M. Government Support	
N. Applicant Cash (See page 12)	
O. Total Anticipated Cash Income (I through N)	

Anticipated **Income** must meet or exceed **Expenses** to be eligible for Arts Bank Funding. **Do not include Arts Bank request in anticipated income.**

This is to reserve up to \$ _____ from the Performing Arts Bank, based on the above budget. *Each application for Arts Bank underwriting must not exceed 50% of the projected total cash expenses (line F above), up to a maximum of \$500.*

No funding will be granted unless the evaluation is received within 45 days of the project ending date.

Project Grant

Purpose

Project Grants assist South Dakota nonprofit organizations in presenting an activity in any arts discipline(s) that serves the general public and meets specific needs of the applicant organization.

The funding category is designed to:

- Enable nonprofit organizations to reach the public more effectively through special arts projects.
- Recognize and assist artistic endeavors of excellence that contribute to quality of life in the applicant's community or region.
- Accommodate projects with creative/innovative potential.

Eligible

Nonprofit organizations that (1) are seeking funds for a single arts activity and (2) are designated as federally tax-exempt under the IRS Section 501(c)(3), units of government, or nonprofit educational institutions may apply for a Project Grant.

Nonprofit organizations without 501(c)(3) status may apply under the auspices of a qualifying organization which then becomes responsible for all fiscal and contractual arrangements.

Organizations that for logical reasons share a 501(c)(3) tax ID number with another organization are eligible to apply for project grants provided they meet the criteria outlined under "Scope of Funding" found on page 3 of this *Guide To Grants*.

Organizations failing to meet eligibility guidelines for Small Organization Season Support grants should apply for a Project Grant, even if they are seeking funds for more than one activity.

Ineligible

Organizations may apply for only one Project Grant per granting cycle.

Recipients of Arts Challenge Grants, Importation of Musicians Grants, Small Organization Season Support Grants and Statewide Services Grants are not eligible to apply for Project Grants.

Arts Festivals and Pow Wows

The South Dakota Arts Council is supportive of local arts festivals and pow wows. Nonprofit organizations that do not apply for an Arts Challenge Grant or a Small Organization Season Support Project Grant may apply for a Project Grant to initiate an arts festival. Funding is usually limited to \$500 a year for a maximum of three years.

Deadline

All changes must be postmarked by March 1. Late applications will not be accepted. Remember that many post offices will not postmark after 5 p.m. Contact your postmaster if you have questions. Applications may also be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1. Applications submitted by FAX machine will not be accepted. Grant awards will be announced in May for the fiscal year that begins the following July 1.

Grant Amount

No more than 50% of the total project costs may be requested from the Arts Council. Grants must be matched at least dollar for dollar. A strong cash commitment by the applicant is encouraged. In many cases, SDAC will only be able to provide a grant of no more than one-half the artist's fees and travel associated with the proposed activity. Funds may be requested as needed throughout the fiscal year. The final payment (10% of grant) will be made upon receipt of the evaluation.

The range of South Dakota Arts Council Project Grants is generally \$500 to \$5,000. Please be realistic in the amount requested when preparing an application.

Criteria for Awarding Grants

Applications are reviewed by arts discipline panels and SDAC with consideration given to:

- Complete description of the project.
- How the project will make a positive contribution to the arts and/or quality of life in the community or region.

- Quality within the art form(s) as determined from artistic documentation.
- Realistic budget showing cash support from other public and private sources.
- Organizational and fiscal management: indication of the applicant's ability to manage and complete the proposed activity.

Bonus points will be given to applications that reveal:

- Especially innovative or creative projects.
- Involvement of disabled, minority, geographically isolated or new constituencies as specifically addressed in the narrative.
- Inclusion or development of advocacy, visibility, or public awareness of the arts as specifically addressed in the narrative.

Application Procedure

Applicants must submit one copy of the following:

1. **Page 1 of the Project Grant Application.**
 - Before completing this page, read the Glossary on pages 12-13 and Grant Application Codes on pages 14-17.
 - A summary of the proposed project must be supplied in the space provided. (Hint: Write the application narrative first; then summarize the ideas outlined in the narrative in the space provided. Use no more than the allotted space.)
 - Sign and date the application at the bottom of the page.
2. **Project Grant Budget Page** (Page 2 of the application). Include income and expenses specific to this project only. Do NOT include your organization's entire budget.
3. **Application narrative** of no more than 3 single-side pages. Using the *Criteria for Awarding Grants* as a guide, address the following:
 - Complete description of the project. Remember that you are writing this description for someone who knows nothing about your organization or the project you are proposing. You need to make the reader as knowledgeable about the project as you are; therefore,
 - Clearly and explicitly explain the project in detail.
 - Discuss what the project is expected to achieve, why and to whom it is important.
 - Make clear how the project will positively impact the arts and/or the quality of life in the community or region.
 - If applicable, identify any disabled, minority, geographically isolated or new constituencies that will benefit from this project.
 - If applicable, explain how this project addresses advocacy, visibility, or public awareness of the arts.
 - Breakdown of anticipated expenses and income. Explain any items from the budget page that may be unclear from reading only the budget itself. For example, if the budget includes \$450 for travel, explain how the \$450 will be used and how you arrived at that amount. Do that, whenever necessary, for each budget line.
4. **Biographies or resumes** not to exceed five single-side pages for each artist significantly involved with the project and/or any other persons who will be paid from Project Grant funds.
5. **Supporting print materials:** optional. Up to five single-side pages of print materials including, but not limited to, newspaper articles and reviews, letters of support, or past program brochures. Use only 8-1/2" x 11" standard-size paper. Legal size paper will not be accepted.
6. **Artistic Documentation Form** (Page 3 of the application). This form should be included only if actual artistic documentation is submitted as part of the application. The list must correspond with the artistic documentation submitted.
7. Actual **Artistic Documentation** (if necessary), as outlined on pages 8-11, for all artists identified with the project.
8. **Self-addressed stamped mailer** for return of artistic documentation. Materials will not be returned unless mailer is included with the application. Printed support materials will not be returned unless specifically requested.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due within 30 days from the ending date of the Project Grant activity. Information required on the Evaluation Form includes description and comments on the project, rating (with explanation) of the project, number of events scheduled, actual number of individuals benefiting, and financial reports.

Subsequent grants are dependent upon receipt of completed evaluation reports.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.arts council.sd.gov

Project Grant Application

Read pages 135-136 for grant guidelines and follow the steps listed under Application Procedure.

Applicant Organization (Please type or print)

TIN Number

Address

City/State/Zip Code

Telephone

E-mail Address

Website

Contact Person

Daytime Phone

Evening or Message Phone

Address

City/State/Zip Code

E-mail Address

Project Title

Grant Application Codes (see Pages 14-17):

Applicant Status

Applicant Institution

Applicant Discipline

Project Discipline

Type of Activity

Arts Education

Project Descriptors

Project Race

Grantee Race

Project Period:

Start Date

End Date

Date(s) of Project Event(s)

Number of Individuals to Benefit:

Number of Children and Youth to Benefit:

Number of Artists Participating:

Grant Amount requested:

Total Budget:

Summary of proposed project:

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Authorizing Official:

Signature & Title

Date

Address

City/Town

Zip

Telephone

BUDGET INFORMATION

Applicant Organization _____

Project Title _____

Round all amounts to the nearest dollar. (Additional budget information may be submitted on an additional sheet of paper.)

EXPENSES	Cash Expenses	In-Kind Contributions
A. Personnel Administrative (Number of Positions ____)		
Artistic (Number of Positions ____)		
Outside Artistic Fees and Services		
Other Outside Fees and Services		
B. Space Rental		
C. Travel (Mileage, Lodging, Meals)		
D. Marketing		
E. Remaining Operating Expenses _____ _____ _____		
F. Total Cash Expenses (A through E)		
G. Total In-Kind Contributions (A through E)		
H. Total Expenses (Total of F and G)		

INCOME	Income
I. Admissions	
J. Contracted Services Revenue	
K. Other Revenue (Please specify) _____ _____ _____	
L. Cash Support Corporate _____ Foundation _____ Other Private _____	
M. Government Support City/County _____ Regional/State _____ Federal _____ Other SDAC Grant(s) _____	
N. Applicant Cash (See page 12)	
O. Total Applicant Cash Income (I through N)	
P. Grant Amount Requested from SDAC (No more than 50% of Total Cash Expenses from F above)	
Q. Total Cash Income (O and P)	
R. Total In-Kind Contributions (Same as G above)	
S. Total All Income (Total of Q and R should equal H above)	

ARTISTIC DOCUMENTATION FORM

Support Materials: Artistic documentation of the artist's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Do NOT send original artwork. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. For literary manuscripts, list the title of the work, the genre, year the work was completed, and the publication date (if applicable). **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Discipline:** _____

SLIDES / DIGITAL IMAGES

Number	Title	Size*	Medium	Date of Completion
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

AUDIO TAPES, VIDEO TAPES, CDs, DVDs

Title of Recording	Type (audio, video, CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

MANUSCRIPTS

Title of Work	Genre	Date Completed	Date Published (if applicable)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

PROJECT GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

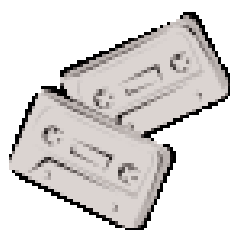
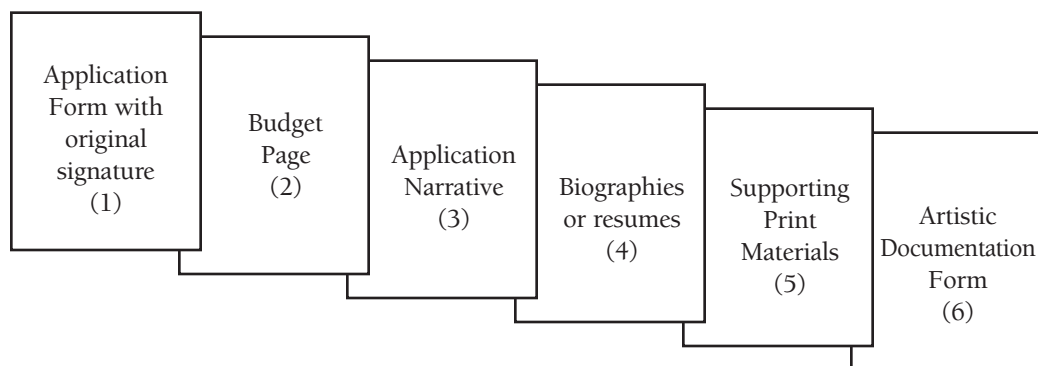
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

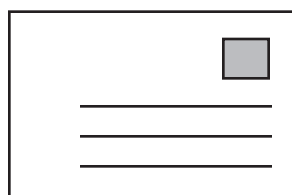
Checklist of Materials

- ☐ 1. Application Form (page 137)
- ☐ 2. Budget Page (page 139)
- ☐ 3. Application Narrative
- ☐ 4. Biographies or resumes
- ☐ 5. Supporting Print Materials (i.e. printed reviews, programs, etc.)
- ☐ 6. Artistic Documentation Form (page 141) (if applicable)
- ☐ 7. Actual Artistic Documentation (if applicable)
- ☐ 8. Self-addressed mailer with adequate postage to have documentation returned

Order of Assembly for Mailing



Artistic Documentation (7)



SAS mailer for documentation return (8)

Small Organization Season Support (SOSS) Grant

Purpose

Small Organization Season Support (SOSS) grants assist small nonprofit arts organizations in presenting a season of activities in any arts discipline(s) that serve the general public and meet specific needs of the applicant organization.

The funding category is designed to:

- Sustain small arts organizations by offering general operating support.
- Recognize and assist arts programming and services that contribute to the quality of life in the applicant's community or region.
- Reward small arts organizations that produce creative and innovative arts activities.

Eligible

Nonprofit organizations (1) that are designated as federally tax-exempt under the IRS Section 501(c)(3), units of government, or nonprofit educational institutions, (2) whose seasons include a series of at least 4 arts activities, and (3) whose mission statements clearly identify themselves as ARTS organizations are eligible to apply. Nonprofit organizations meeting all three of these criteria, **and that are NOT eligible for Arts Challenge Grant funding**, should apply for a Small Organization Season Support Grant. Organizations failing to meet criterion #2 or #3 should apply for a Project Grant, even if they are seeking funds for more than one activity.

Organizations that for logical reasons share a 501(c)(3) tax ID number with another organization are eligible to apply for Small Organization Season Support grants provided they meet the criteria outlined under "Scope of Funding" found on page 3 of this *Guide To Grants*.

If you are unsure about whether to apply for a Small Organization Season Support Grant or a Project Grant, contact the South Dakota Arts Council office. The staff will be glad to assist you with your grant proposal.

Ineligible

Organizations that do not meet the nonprofit eligibility standards outlined above are ineligible to apply for any grant.

Organizations applying for an SOSS grant are not eligible to apply for a Project Grant.

Deadline

Applications must be postmarked no later than March 1, 2007. Late applications will not be accepted. Remember that many post offices will not postmark after 5 p.m. Contact your postmaster if you have questions. Applications may also be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1. Applications submitted by FAX machine will not be accepted. Grant awards will be announced in May for the fiscal year that begins the following July 1.

SOSS grants are awarded for a two-year period (July 1, 2007 – June 30, 2008 and July 1, 2008 – June 30, 2009). Organizations that submitted an SOSS grant application March 1, 2007 or those that missed the 2007 deadline may not reapply until March 1, 2009.

Grant Amount

Applicants may request up to 10% of their total eligible cash operating expenses from the most recently completed fiscal year. Due to SDAC's budget and the competitive application process, grant awards may be less than the applicant's request.

SOSS grant recipients receive the same award each year for a two-year period (fiscal years 2008 and 2009) pending federal and state appropriations and, therefore, need to apply only every other year. Should appropriations be increased, reduced or eliminated, second year grant awards may reflect such action.

Funds may be requested as needed throughout each fiscal year. The annual final payment (10% of the grant) will be made upon receipt of an evaluation each fiscal year. Grant funds may be used for **general operating assistance**.

Criteria for Awarding Grants

Applications are reviewed by arts discipline panels and SDAC with consideration given to:

- Complete description of the organization's background, purpose and specific programs an SDAC grant will support.

- How the applicant's programs and services positively impact the arts and quality of life in the community or region.
 - Organizational and fiscal management as demonstrated by a year-end financial statement from the most recently completed fiscal year and a realistic operating budget for the current fiscal year.
 - Quality of long-range planning as evidenced by a calendar of future arts activities and optional long-range plan.
 - Quality within the art form(s) as demonstrated by artistic and/or other supplementary documentation.
- Bonus points will be given to applications that include:
- A history of and/or planning for projects that are especially innovative or creative.
 - Involvement of disabled, minority, geographically isolated or new constituencies as specifically addressed in the application narrative.
 - Advocacy, visibility, or public awareness of the arts as specifically addressed in the narrative.

Application Procedure

Applicants must submit the following:

1. First page of the **Small Organization Season Support (SOSS) Grant Application**.
 - Before completing the application form read the Glossary on pages 12-13 and Grant Application Codes on pages 14-17.
 - A summary of the organization's mission and goals must be included on the bottom of the page in the space provided.
 - Sign and date the application on the bottom of the page.
2. **SOSS Application Budget Page** (Page 2 of application). Include income and expenses for the entire season of activities. (*Note: Out-of-state travel costs are not eligible expenses unless related to board/staff professional development. Subtract all ineligible expenses before completing the budget page.*)
 - To complete the first column, use figures from the most recently completed fiscal year.
 - To complete the second column, enter figures from the current fiscal year's operating budget.
3. **Application narrative** of no more than 4 single-side pages. Within the narrative, restate and answer in detail each of the following 4 questions which follow the *Criteria for Awarding Grants*:
 - What is the background and purpose of the organization?
 - What aspects of the organization's programs and services impact the quality of life in the community or region?
 - What are the planned activities for the next fiscal year?
 - How does the organization (a) meet the needs of underserved audiences (i.e. disabled, minority, geographically isolated or new constituencies) and (b) promote advocacy, visibility and public awareness of the arts?
4. **List of the current board of directors** with addresses and occupations.
5. **List of individuals (staff, volunteers, and/or artists)** who coordinate and/or contribute to the artistic quality of the organization's programming. Include a **short biography** (no more than one paragraph) of each person.
6. Applicant's most recent **year-end financial statement** signed by treasurer or appropriate authorizing official.
7. Optional: Up to five single-side pages of **supporting print materials**, including, but not limited to, newspaper articles and reviews, or letters of support. Use only 8-1/2" x 11" standard-size paper. Legal-sized paper will not be accepted.
8. **Artistic Documentation Form** (Page 3 of the application).
9. Representative **artistic documentation** as outlined on pages 8-11 to provide evidence of the artistic quality of the organization's programming. Documentation for every event need not be submitted, but should be representative of the overall quality of programming.
10. Five copies of up to five program **brochures or equivalent documentation** if available.
11. Organization's **long-range plan** if available.
12. **Self-addressed stamped mailer** for return of artistic documentation. Materials will not be returned unless mailer is included with the application. Printed support materials will not be returned unless specifically requested.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due within 30 days from the ending date of the Project Grant activity. Information required on the Evaluation Form includes description and comments on the project, rating (with explanation) of the project, number of events scheduled, actual number of individuals benefiting, and financial reports.

Subsequent grants are dependent upon receipt of completed evaluation reports.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

SOSS Grant Application

Read pages 145-146 for grant guidelines and follow the steps listed under Application Procedure.

Applicant Organization (Please type or print)

TIN Number

Address

City/State/Zip Code

Telephone

E-mail Address

Website

Contact Person

Daytime Phone

Evening or Message Phone

Address

City/State/Zip Code

E-mail Address

Project Title

Grant Application Codes (see Pages 14-17):

Applicant Status _____
Applicant Institution _____
Applicant Discipline _____
Project Discipline _____
Type of Activity _____
Arts Education _____
Project Descriptors _____
Project Race _____
Grantee Race _____

Grant Period:

Grant Amount requested: _____
(Line P on Page 2 of application form)

Start Date _____

End Date _____

Number of Individuals to Benefit: _____

Number of Children and Youth to Benefit: _____

Number of Artists Participating: _____

Summary of applicant organization's mission and goals: (Use only the space provided.)

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the *SDAC Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Authorizing Official: _____

Signature & Title

Date

Address

City/Town

Zip

Telephone

BUDGET INFORMATION

Round all amounts to the nearest dollar.

EXPENSES	Cash Operating Expenses Most Recent Fiscal Year Ending _____	Operating Budget Current Fiscal Year Starting _____
A. Personnel Administrative (Number of Positions ____)		
Artistic (Number of Positions ____)		
Outside Artistic Fees and Services		
Other Outside Fees and Services		
B. Space Rental		
C. Travel (Mileage, Lodging, Meals)		
D. Marketing		
E. Remaining Operating Expenses _____ _____ _____		
F. Total Cash Expenses (A through E)		
G. Deduct total expenses paid from Federal sources including SDAC grant(s) (From M below)	(_____)	
H. Total Eligible Cash Operating Expense (F minus G)		

INCOME	Income Most Recent Fiscal Year Ending _____	Income Current Fiscal Year _____
I. Admissions		
J. Contracted Services Revenue		
K. Other Revenue (Please specify)		
L. Cash Support Corporate _____ Foundation _____ Other Private _____		
M. Government Support City/County _____ Regional/State _____ Federal _____ All SDAC Grant(s) _____		
N. Applicant Cash (See page 12)		
O. Total Applicant Cash Income (I through N)		
P. Grant Amount Requested from SDAC (10% of Total Eligible Cash Operating Expense from H above)		

ARTISTIC DOCUMENTATION FORM

Support Materials: Artistic documentation of the artist's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For slides or digital images, list the number, title, medium, date of completion, and actual size of the work. Send no more than 10 slides or digital images. Do NOT send original artwork. Identify audio tapes, video tapes, DVDs, and CDs as to type, discipline, title, and date of completion of recorded work. For literary manuscripts, list the title of the work, the genre, year the work was completed, and the publication date (if applicable). **See Artistic Documentation on pages 8-11 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Discipline:** _____

SLIDES / DIGITAL IMAGES

Number	Title	Size*	Medium	Date of Completion
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

* Height (top to bottom); Width (left to right); Depth (front to back) [HxWxD]

AUDIO TAPES, VIDEO TAPES, CDs, DVDs

Title of Recording	Type (audio, video, CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

MANUSCRIPTS

Title of Work	Genre	Date Completed	Date Published (if applicable)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

A mailer with postage for the return of artistic documentation is enclosed.

☐ Yes

☐ No

SOSS GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

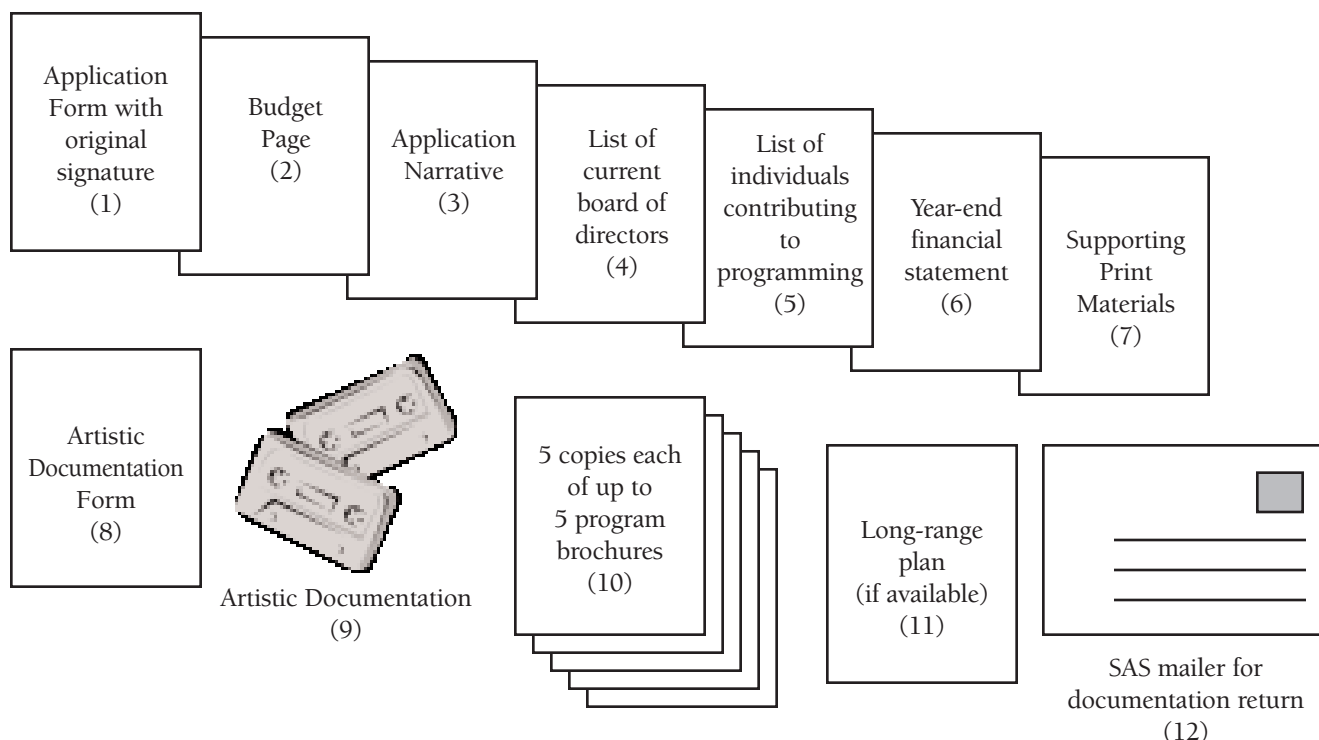
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

Checklist of Materials

- ☐ 1. Application Form (page 147)
- ☐ 2. Budget Page (page 149)
- ☐ 3. Application Narrative
- ☐ 4. List of current board of directors
- ☐ 5. List of individuals contributing to programming
- ☐ 6. Year-end financial statement
- ☐ 7. Supporting Print Materials (optional)
- ☐ 8. Artistic Documentation Form
- ☐ 9. Actual Artistic Documentation
- ☐ 10. Program brochures (5 copies each of up to 5 brochures)
- ☐ 11. Long-range plan (if available)
- ☐ 12. Self-addressed mailer with adequate postage to have documentation returned

Order of Assembly for Mailing



Statewide Services Program

Purpose

The Statewide Services Program funds statewide cultural service organizations through a partnership agreement with the South Dakota Arts Council. Grants are made to help meet the mission, goals and strategies of the Council's long-range plan.

The funding category is designed to:

- Provide services to South Dakota's arts organizations, artists and the general public.
- Increase the state's public awareness of the arts.
- Advance arts education for pre K-12 students.
- Advocate for the arts.

Eligible

Nonprofit arts organizations designated as federally tax-exempt under the IRS Section 501(c)(3), units of government, or nonprofit educational institutions with a statewide service mission statement which benefits the arts.

The Statewide Services Program is not open to applications in the same way as other grants described in this *Guide To Grants*. Proposals are accepted only after discussion and agreement has been reached with the South Dakota Arts Council and staff as to the nature of statewide arts services to be provided during the fiscal year for which funds are requested.

South Dakota Arts Council anticipates applicants to be South Dakotans for the Arts and South Dakota Public Radio for their "Arts Advocate" programming. If other organizations have questions about the Statewide Services Program, please contact the South Dakota Arts Council staff before January 1.

Deadline

Discussion of the need for the proposed services, a plan for providing these services and proposed grant amount must take place with the South Dakota Arts Council staff and executive committee prior to January 1.

All application materials must be postmarked by March 1. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have any questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1. Applications submitted by facsimile (FAX) machine will not be accepted. Grant awards will be announced in May for the fiscal year starting July 1.

Grant Amount

No more than 50% of the total costs of the service plan may be requested from the South Dakota Arts Council. Awards are based upon the written grant proposal, proposed budget and Criteria for Awarding Grants. Funds may be requested as needed throughout the fiscal year. The final payment (10% of grant) will be made upon receipt of the evaluation.

Criteria for Awarding Grants

Applications are reviewed by appropriate arts discipline panels and the Council with consideration given to:

- Quality of proposal.
- Indication of need.
- Proposed achievements and methods of evaluation.
- Importance of proposed services.
- How the service assists the arts council in accomplishing the mission, goals and strategies of the Council's long-range plan.
- Quality of the organization.
- Realistic budget showing cash support from other public and private sources.

Application Procedure

The applicant must submit the following materials:

1. **Front Page.** Page one of the application proposal (on page 157) with an original signature.
 - Before completing the application form, read the Glossary on pages 12-13, Grant Application Codes on pages 14-17, and guidelines on page 155 and 156.
 - A summary of the applicant's mission and goals as they relate to this application. Use only the space provided.
2. **Narrative.** Add to the application up to three single-side pages presenting a clear, concise description of the following:
 - services to be provided
 - needs to be addressed
 - what the service program is expected to achieve
 - how the service program will be evaluated and in what ways the services assist the Arts Council in accomplishing its long-range plan.
3. **Budget Explanation Page(s).** A detailed income and expense budget for the service program, showing how the requested funds will be spent. Add single-side page(s) to the application.
4. **Organization Description.** A brief description of the applicant organization, including a summary of its background, purpose, and experience in the area for which funds are requested. Add the single-side page(s) to the application.
5. **Administrators List.** Name(s) and qualifications of the person(s) who will administer the grant and/or provide services. Add the single-side page(s) to the application.
6. **Directors.** Name(s) and primary professional affiliations of the organization's board of directors or trustees. Add the single-side page(s) to the application.
7. **Supporting Print Materials:** Two copies each of up to five single-side pages of printed material about the applicant organization.
8. Two copies each of up to five **program brochures** or equivalent documentation.
9. **Return Mailer.** Submit a self-addressed mailer with postage for return of artistic documentation. Applicants may also pick up documentation at the SDAC office within 30 days after the grant announcements.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due within 30 days from the ending date of the fiscal year. Information required on the Evaluation Form includes description and comments on the project, rating (with explanation) of the project, number of events scheduled, actual number of individuals benefiting (attendance), actual number of artists participating, and financial report.

Subsequent grants are dependent upon receipt of completed evaluation reports.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

Statewide Services Application

Read pages 155-156 for grant guidelines and follow the steps listed under Application Procedure.

Applicant Organization (Please type or print)

TIN Number

Address

City/State/Zip Code

County

Telephone

E-mail Address

Website

Contact Person

Daytime Phone

Evening or Message Phone

Address

City/State/Zip Code

E-mail Address

Project Title

Grant Application Codes (see Pages 14-17):

Applicant Status _____
Applicant Institution _____
Applicant Discipline _____
Project Discipline _____
Type of Activity _____
Arts Education _____
Project Descriptors _____
Project Race _____
Grantee Race _____

Grant Period:

Grant Amount requested: _____

Start Date

End Date

Number of Individuals to Benefit:

Number of Children and Youth to Benefit:

Number of Artists Participating:

Summary of applicant organization's mission and goals as they relate to this application: (Use use only the space provided.)

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the *SDAC Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Authorizing Official:

Signature & Title

Date

Address

City/Town

Zip

Telephone

STATEWIDE SERVICES GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

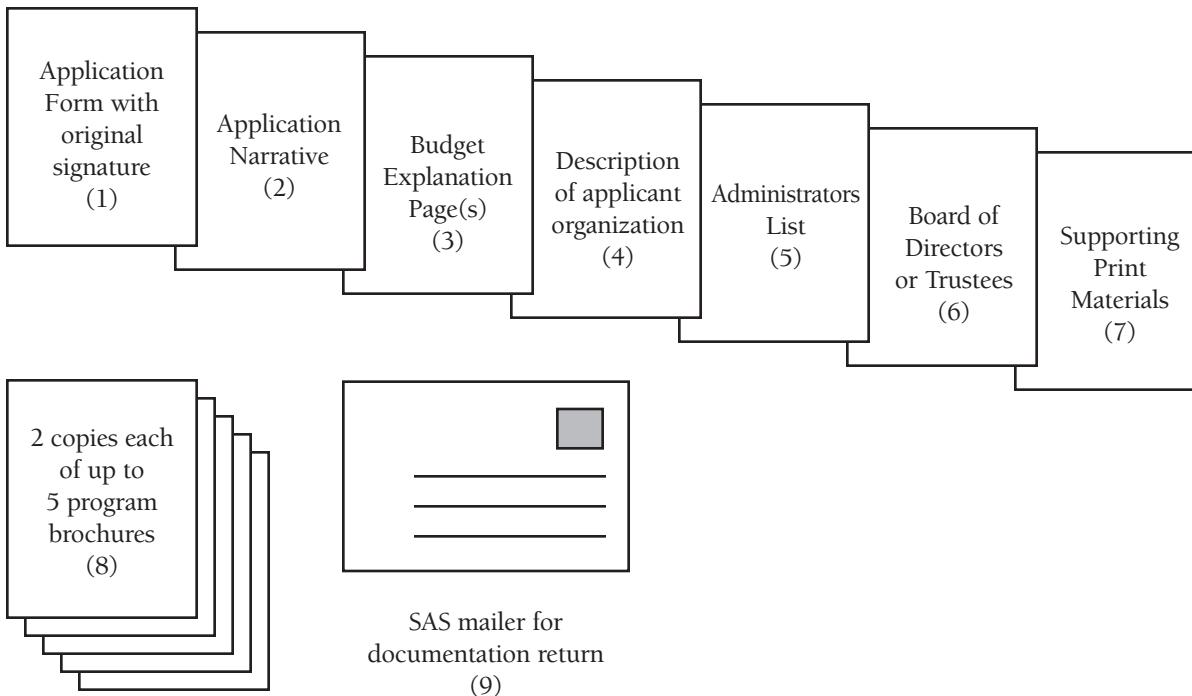
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

Checklist of Materials

- ☐ 1. Application Form (page 157)
- ☐ 2. Application Narrative
- ☐ 3. Budget Explanation Page(s)
- ☐ 4. Description of applicant organization
- ☐ 5. Administrators List
- ☐ 6. Board of Directors or Trustees
- ☐ 7. Supporting Print Materials (i.e. printed reviews, programs, etc.)
- ☐ 8. Program brochures or equivalent documentation, if applicable (2 copies each of up to 5 brochures)
- ☐ 9. Self-addressed mailer with adequate postage to have documentation returned

Order of Assembly for Mailing



Touring Arts Sponsor Information

Purpose

The Touring Arts Program widens distribution of the arts and offers new opportunities to artists, arts producing organizations and audiences.

The funding category is designed to:

- Provide quality arts programming to schools and communities.
- Help make the arts available in all regions of the state.

Artist Availability

Touring Arts programs are listed in the *Touring Arts Roster* published each year by the South Dakota Arts Council. To receive this booklet, write or call the Arts Council office.

Eligible

South Dakota nonprofit organizations, units of government, and nonprofit educational institutions may sponsor Touring Arts Programs. A nonprofit tax number is required on the Touring Arts Contract. All activities sponsored by the South Dakota Arts Council must take place in South Dakota.

Grant Amount

Matching funds up to 50% of the program cost may be awarded to Touring Arts sponsors; however, support is subject to availability of funds allocated from state and federal sources. Please make arrangements to book Touring Arts programs as soon as possible to secure Arts Council funding.

Booking Touring Arts Programs

Sponsors of Touring Arts programs negotiate directly with the contact person listed for each Touring Arts program.

Call or write the contact person listed in the *Touring Arts Roster* to arrange the engagement: date, length of activity/residency, number and variety of services, publicity needs, space, lighting, equipment, etc. Negotiate the fee, including Arts Council assistance, time and method of payment. All details should be agreed to before a contract between the sponsor and Touring Arts program is signed. Sponsors must write the authorizing nonprofit's tax identification number on the Touring Arts Contract.

When the program is completed, the sponsor must pay its share of the artist's fee directly to the Touring Arts program. SDAC pays the matching funds directly to the Touring Arts program.

Evaluation

The Arts Council will send the sponsor an evaluation form to be completed and returned to the Arts Council office within 30 days of the Touring Arts program. (Do NOT use the standard evaluation form found in the *Guide To Grants*.)

Arts Midwest Performing Arts Fund

The Performing Arts Fund is a venture of Arts Midwest that supports the touring of professional performing artists specializing in the fine arts of dance, theater, music, youth and family entertainment, and other meaningful performing arts forms appropriate for communities throughout Arts Midwest's nine-state region (IL, IN, IA, MI, MN, ND, OH, SD, and WI). These engagements include public performances and in-depth educational activities reaching audiences that lack access to the performing arts.

Guidelines and Eligibility

- Applicant must be a nonprofit 501(c)(3) organization or a unit of a state, local, or tribal government located in Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, Ohio, South Dakota, or Wisconsin.
- Engagement takes place between **July 1, 2007 and June 30, 2008**.
- Engagement features a professional performing artist/ensemble from outside applicant's state. Arts Midwest prefers to support the fine arts of dance, theater, music, youth and family entertainment, and other meaningful "non-commercial" performing arts forms appropriate for the community.
- Engagement includes at least one performance that is open and promoted to the general public.
- Engagement includes at least one in-depth educational activity preferably conducted by the artist/ensemble and about their art form, performance technique, their training/background, etc. with the intent of educating adult and/or student audiences about the fine arts. Some examples of activities include workshops, masterclasses, educational lecture/demonstrations, and performances specifically for K-12 students.
- Through the public performance and/or educational activity, the project must reach an underserved audience. An underserved audience is one that lacks access to the performing arts due to geography, economic conditions, ethnic background, disability, age, or other factors. You will need to provide proof of this outreach both in the Application and Final Evaluation.

Ineligible Applications

- Artists appearing as part of benefits or fundraisers are not eligible for funding.
- Producing arts organizations, such as orchestras and theater and opera companies, may not request fee support for guest artists appearing as part of the institution's performances.
- Engagements of professional performing artists/ensembles from the same state as applicant are not supported.

Levels of Support

- **30%** if the Artist/Ensemble resides in Arts Midwest's nine-state region (IL, IN, IA, MI, MN, ND, OH, SD, and WI).
- **15%** if the Artist/Ensemble resides outside of Arts Midwest's nine-state region OR outside of United States (international).

**Additional 5% if applicant's county is rural according to the Metropolitan Statistical Area (MSA) figures.*

- Each state has an allocation of funds—awards made until allocation is depleted.
- Maximum award per application is \$5,000.
- Maximum of \$13,000 in total awards per organization per year.

When to Apply

Open Date: March 1, 2007
Close Date: May 2, 2007 or when allocated funds have been depleted for a state

- Applications are reviewed on a first-come, first-served basis.
- eGRANT applications submitted prior to March 1, 2007, will be considered to arrive on March 1.
- Up to three applications per organization and only one application reviewed per day per organization.

What You Need from the Artist/Ensemble

A letter of intent stating the date, time, services, and contracted fee for the engagement OR a fully executed artist's contract with the same information. Either should be signed by both parties.

Looking for an Artist/Ensemble

Arts Midwest provides a Performing Artists Links & Tools page on their website. You will find links to registries and rosters of artists/ensembles in the region and beyond. And, Arts Midwest provides a promotional paragraph for artists/ensembles to use when they are corresponding with presenters in the region to let them know about the Performing Arts Fund.

How to Apply

Go to www.artsmidwest.org then programs and Performing Arts Fund to apply through Arts Midwest's eGRANT. Only online eGRANT applications will be accepted. The eGRANT is open approximately one month prior to March 1st.

Questions?

If you have any questions concerning the Performing Arts Fund, please contact Arts Midwest at performingartsfund@artsmidwest.org, or (612) 341-0755, or TTY (612) 822-2956.

Grant Evaluation

Grantees must submit an evaluation of their grants to the South Dakota Arts Council within 30 days after the completion of the project or grant period. Subsequent grants are dependent upon receipt of completed evaluation reports.

Exceptions

Artists on the Touring Arts Roster are not required to evaluate their grants.

Performing Arts Bank grantees must submit grant evaluations within 45 days of the completion of the project.

Evaluation Form

Grantees in all categories, except Touring Arts and Artists In Schools & Communities, should use the Evaluation Form on pages 167-169 of the *Guide To Grants*. Grantees with more than one grant to evaluate should make extra copies of the Evaluation Form. For an on-line form, go to www.artsCouncil.sd.gov and click on the Grants link. The Grant Evaluation form is listed on the Grants Page. The Evaluation Form must be mailed to the SDAC office.

Touring Arts and Artists In Schools & Communities Program Sponsors

The South Dakota Arts Council will send the sponsor an evaluation form for the specific program to be evaluated. DO NOT use the standard evaluation form found in the *Guide To Grants*.

AISC Roster Artists

The South Dakota Arts Council will send artists on the Artists In Schools & Communities Roster a set of artist evaluations for the purpose of evaluating their residencies. Do NOT use the standard evaluation form found in the *Guide To Grants*. Artist's evaluations are due 30 days from the ending date of the activity.

Performing Arts Fund

The Arts Midwest Performing Arts Fund office will provide grantees with the necessary forms to complete the required final report.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

South Dakota Arts Council Evaluation Form

Grant Recipient (Please type or print)

TIN or Social Security Number

Address

City/Town

State

Zip

County

Telephone

E-mail Address

Contact Person

Daytime Phone

Evening or Message Phone

Type of Grant:
(Check only one box.)

- ☐ Artist Grant
- ☐ Artist Collaboration Grant
- ☐ Arts Challenge Grant
- ☐ Arts Opportunity Grant
- ☐ Excursion Grant
- ☐ Importation of Musicians Grant
- ☐ Music Residency for Native American Youth

- ☐ Performing Arts Bank
- ☐ Professional Development Grant
- ☐ Project Grant
- ☐ Small Organization Season Support Grant
- ☐ Statewide Services Program
- ☐ Technical Assistance Grant
- ☐ Traditional Arts Apprenticeship Grant

Project Period:

Start Date _____

End Date _____

Date(s) of project event(s) _____

SDAC grant award: _____

Number of events: _____

Number of individuals benefiting: _____

Number of children or youth benefiting: _____

Number of artists participating: _____

Evaluate the project using this scale:

1 = Poor, 2 = Fair, 3 = Satisfactory, 4 = Good,
5 = Excellent

_____ Artistic quality of project

_____ Audience response

_____ Community involvement

_____ Local media coverage

_____ Local coordination

_____ Local marketing/publicity/promotion

Project Summary:

AGREEMENT: I certify that the information on both pages of this form is true and correct and that all expenditures were incurred for the purpose of the SDAC Grant. I agree that our records of income and expense will be kept on file for a minimum of 3 years in a suitable form to facilitate auditing.

Authorizing Official: _____

Signature & Title

Date

Address

City/Town

Zip

Telephone

FINANCIAL REPORT

Applicant Organization

Project Title

Round all amounts to the nearest dollar.

EXPENSES	Cash Expenses	In-Kind Contributions
A. Personnel Administrative (Number of Positions ____)		
Artistic (Number of Positions ____)		
Outside Artistic Fees and Services		
Other Outside Fees and Services		
B. Space Rental		
C. Travel (Mileage, Lodging, Meals)		
D. Marketing		
E. Remaining Operating Expenses _____ _____ _____		
F. Total Cash Expenses (A through E)		
G. Total In-Kind Contributions (A through E)		
H. Total Expenses (Total of F and G)		

INCOME	Income
I. Admissions	
J. Contracted Services Revenue	
K. Other Revenue (Please specify) _____ _____ _____	
L. Cash Support Corporate _____ Foundation _____ Other Private _____	
M. Government Support City/County _____ Regional/State _____ Federal _____ Other SDAC Grant(s)* _____ (*Do Not include Line P amount)	
N. Applicant Cash (See page 12)	
O. Total Applicant Cash Income (I through N)	
P. Total SDAC Grant Amount for this activity (Including final 10%)	
Q. Total Cash Income (Total of O and P)	
R. Total In-Kind Contributions (Same as G above)	
S. Total All Income (Total of Q and R)	

Accessibility Resources

The South Dakota Arts Council believes that all Americans should be able to participate in the arts and humanities including the 54 million citizens with disabilities and the 35 million Americans age 65 and older. The goal should be full inclusion in all arts and humanities programs and facilities.

Accordingly, the SDAC does not discriminate against any person on the grounds of race, color, national origin, sex or physical or mental disability. The Council has the responsibility of ensuring that all programs using federal funds allocated by the SDAC are equally accessible to all people. The Council adheres to federal Fair Labor Standards and non-discrimination guidelines stated in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act. The Council requires that those accepting SDAC grant money also comply with these guidelines. To accommodate the special needs of all people, SDAC printed materials will, upon request, be made available in alternative non-print forms. Please allow up to six weeks for requests to be filled.

Need Help With Accessibility?

Michael Pangburn is the SDAC accessibility coordinator. He will be glad to assist you with questions regarding the arts and accessibility, or he will refer you to others who can help. Contact him at michael.pangburn@state.sd.us or 1-800-952-3625 or through the South Dakota Relay Services 711 or 1-800-877-1113.

Here are a few accessibility resource links to help you get started:

- **Design for Accessibility: A Cultural Administrator's Handbook** is a publication created to help cultural facilities and programs understand accessibility and how to work toward being inclusive. Contact the SDAC or NASAA for a free printed copy.

An internet version is available at the National Endowment for the Arts Website at <http://www.arts.gov/resources/Accessibility/pubs/index.html>. This site also has links to a 504 Self Evaluation Workbook, Accessibility Symbols, and a guide to accessible exhibition design.

For help in acquiring an audio recording of this book, contact the NEA AccessAbility Office at 1100 Pennsylvania Avenue NW, Washington, D.C. 20506-0001. (202) 682-5532 voice; (202) 682-5496 TTY; (202) 682-5715 fax.

- **Accessibility Symbols** to download: <http://www.gag.org/resources/das.php>.
- **The ADA homepage** is located at <http://www.ada.gov>. It provides specific information on Title II (state and government) and Title III (nonprofit) requirements; it also offers a phone helpline, mediation information, and a list of federal resources, and much more.
- **Department of Justice ADA information phone line:** <http://www.ada.gov/infoline.htm>.
- **Arts Midwest Accessibility Center** is a website offering lots of information about making your program, facility, or website accessible: <http://www.artsmidwest.org/ada/>.

Continued...

Need Help With Accessibility?

- **National Arts and Disability Center** website lists accessibility resources for every state. It lists 19 in-state contacts for South Dakota. The site offers information on a number of topics including arts and accessibility, careers in the arts, assistive devices, services and products, and designing accessible websites:
<http://nadc.ucla.edu/>.
- **NEA website:** <http://www.arts.gov/resources/Accessibility/index.html> offers accessibility links. **South Dakota government accessibility contact** is Steve Stewart at the Division of Rehabilitation Services (Department of Human Services) **Steve.Stewart@state.sd.us**; DHS main phone is (605) 773-5990 Voice/TTY. Steve: (605) 773-5485 or 1-800-265-9684 and ask for Rehab Services.
- **USD Center for Disabilities:** A University program with outreach around the State of South Dakota: <http://www.usd.edu/cd/>.
- **University of Wisconsin-Madison web accessibility checklist:**
<http://helpdesk.wisc.edu/accessibility/checklist.php>.
- **Very Special Arts** is the national organization located at the Kennedy Center. Website: <http://www.vsarts.org/>. **VSA South Dakota:** prairie@ideassign.com.